

F33657-01-D-2074 0002

EXHIBIT A

C-17 AIRCREW TRAINING SYSTEM (ATS)

TRAINING SYSTEM ACQUISITION (TSA)

CONTRACT DATA REQUIREMENTS LIST (CDRL)

19 December 2002

Prepared by

**TRAINING SYSTEMS PRODUCT GROUP
AERONAUTICAL SYSTEMS CENTER
WRIGHT-PATTERSON AIR FORCE BASE, OHIO 45433-7111**

C-17 AIRCREW TRAINING SYSTEM (ATS)

LIST OF EFFECTIVE PAGES

Dates of issue for original and changed pages are:

Original (DRRB Issue)
Update
Update
Update

1 April 2002
1 May 2002
1 June 2002
19 Dec 2002

C-17 AIRCREW TRAINING SYSTEM (ATS)

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C-17 ATS CONTRACT DATA REQUIREMENT LIST**GENERAL INSTRUCTIONS**

1.0 SCOPE. The Contract Data Requirements List (CDRL) establishes the data to be delivered by the Contractor and the submittal, inspection, approval, acceptance and distribution requirements of all the CDRL items contained herein.

2.0 GENERAL. The Data Item Descriptions (DIDs) specified in the CDRL are in the DOD 5010.12-L, Volume II, Acquisition Management System and Data Requirements Control List (AMSDL) or the Acquisition Streamlining Standardization Information System (ASSIST) "HTTP://Assist.Daps/Mil". The DIDs are appended to each DD Form 1423.

3.0 DATA APPROVAL. A data code of "A" in Block 8 of the DD Form 1423 denotes Air Force approval is required based on the content of the CDRL item. Approval of the content of a data item shall be consistent with the requirement(s), which generated the data.

Evidence of Air Force approval or disapproval will be by Contracting Officer (CO) letter to the contractor.

Unless otherwise specified in Block 16 of the DD Form 1423, Air Force approval/comments/disapproval may be anticipated within forty-five (45) days after receipt of the data. If approval is not received within the forty-five day limit or as specified within the applicable DD Form 1423, the document is considered approved. This does not apply to Engineering Change Proposal (ECPs), Contract Change Proposals (CCPs) and Program Task Plans (PTPs)--which have a separate approval cycle and time lines.

Unless otherwise specified, the contractor shall incorporate recommended changes/revisions and resubmit identified document within thirty (30) calendar days after receipt of such recommendations. When resubmission of data is requested, only pages requiring revision shall be resubmitted unless otherwise specified. Each revised page shall have changes indicated by a vertical line (change bar) down the outer margin opposite the bound edge designating those areas that have been revised. The document revision shall be indicated on the title page and each revised page of the data item submittal.

NOTE: Flow times specified in Blocks 12 and 13 are shown in calendar days unless otherwise stated on the DD Form 1423. Data with a CDRL submittal date which falls on Saturday, Sunday, or a legal holiday shall be due on the next work day.

4.0 MODIFICATION OF DATA REQUIREMENTS.

During the performance of this contract, the CO may unilaterally change the place of delivery and technical office for any data line item.

From time to time during the performance of this contract, the CO may unilaterally make other administrative and clarification changes to the CDRL and the contract price will constitute full satisfaction of any entitlement of equitable adjustment under the "Changes" clause provided the contractor agrees to accept such change at no change in contract price

Unilateral action pursuant to the paragraphs above shall be by the issuance of a CO letter or message that will reference this paragraph as its authority. Any change pursuant to the paragraph above, which does impact the contract price, shall not be acted upon by the Contractor but shall require notification of the estimated impact to the CO.

5.0 DATA PREPARATION:

Electronic delivery of CDRL documents is the preferred method of delivery except for paper copies as indicated in Block 14 (BI 14 b—"Reg" means paper copies, and "Repro" means electronic submission) of the DD Form 1423. Except for the submittal of change proposals and technical orders—data submittals shall be by E-Mail (including letter of transmittal) or in the case of CD-ROM—by expedited means. The electronic data must comply with the following:

A. The contractor shall use software compatible with Microsoft Office, Word 2000, Excel 2000, PowerPoint 2000 and Project 98 for creating all C-17 ATS documents. As the revisions of this software change over time, the Government reserves the right to require version updates by all parties, at no additional cost to the Government, by letter from the CO.

B. It is the responsibility of the contractor to transmit all C-17 ATS documentation to the organizations listed in Block 14 of each DD Form 1423. E-Mail addresses will be made available to the contractor—upon request.

6.0 DATA TRANSMITTAL:

A letter of transmittal shall accompany all data submittals. The letter of transmittal shall include as a minimum: reference to the contract number, program name, data item number, title, CDRL sequence number, revision level and any contractor's control number.

In addition to sending the data to the distribution addressees shown in Block 14 of the DD Form 1423, the letter of transmittal shall concurrently be sent (electronic-via E-Mail and paper as indicated) to the following addresses:

ASC/YWMA-CT (Electronic and one paper copy with the original signature for contract files)
 ASC/YWMA-CM Electronic
 Cognizant CAO Electronic--Carmenrout@Dcmde.Dcma.Mil)

The contractor shall place a complete list of the addressees at the end of the letter of transmittal. The contractor shall annotate the data recipients (as listed in Block 14 of the DD Forms 1423) and letter of transmittal only recipients as well as the number of copies distributed to each.

For each data item in the CDRL, the contractor shall clearly state in the final letter of transmittal that this is the last submittal being made and that all contractual requirements concerning that data item have been fulfilled.

7.0 DISTRIBUTION STATEMENTS:

The following applicable statement(s) shall be placed on the cover page (except engineering drawings which shall be marked on the top sheet) of all documents:

Distribution Statement A: "Approved for public released; distribution is unlimited"

Distribution Statement B: "Distribution authorized to U.S. Government Agencies only; Proprietary Data; (date of determination). Other requests for this document shall be referred to the Acquisition Security Program Manager, Training Systems Product Group, ASC/YW, Wright-Patterson AFB OH 45433-7249."

Distribution Statement C: "Distribution authorized to U.S. Government agencies and their contractor; Software Documentation (date of determination). Other requests for this document shall be referred to the Acquisition Security Program Manager, Training Systems Product Group, ASC/YW, Wright-Patterson AFB OH 45433-7249."

Distribution Statement D: "Distribution authorized to DoD and DoD contractors only; Critical Technology; (date of determination). Other requests for this document shall be referred to the Acquisition Security Program Manager, Training Systems Product Group, ASC/YW, Wright-Patterson AFB OH 45433-7249."

The contractor shall be responsible for annotating the appropriate document date.

Additional notices: In addition to the distribution statement, the following notices shall also be used when appropriate:

WARNING

"This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., SEC 2751 et seq.) or the Export Administration Act of 1979, as amended. Title 50, U.S.C., App2401 et seq. Violations of these export laws are subject to severe criminal penalties. Disseminate in accordance with provisions of DoD Directive 5230.25."

DESTRUCTION NOTICE. For classified documents follow the procedures in DoD 5220.22-M, National Industrial Security Program Operating Manual. For unclassified, limited documents, destroy by any method that will prevent disclosure or reconstruction of the documents.

C-17 AIRCREW TRAINING SYSTEM (ATS)**CDRL ADDRESS LIST****MAILING ADDRESS**

ASC/
2300 D Street
Wright-Patterson AFB OH 45433-7249
E-Mail: Bruce.Rinker@WPAFB.AF.MIL

OFFICE SYMBOL

YWMA-CM/-CT

HQ AETC/
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Randolph AFB TX 78150-4404
E-Mail: Richard.Vonderembse@Randolph.Af.Mil

DOZG

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1 F Street STE 2
Randolph AFB TX 78150-4325
E-Mail: Wick.Riley@Randolph.Af.Mil

DOFM

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244 F Street East STE 2
Randolph AFB TX 78150-4321
E-Mail: Robert.Roukema@Randolph.Af.Mil

XPRF

97 TRS/
510 North 6th Street Room 306
Altus AFB OK 73523-5053
E-Mail: Christopher.Rausch@Altus.Af.Mil
Danny.Brewer@Altus.Af.Mil

TRQ

Det 2/
510 N. 6th St., STE 3
Altus AFB, OK 73523-5089
E-Mail: James.Allen@Altus.Af.Mil
Carl.Covey@Altus.Af.Mil
Robert.Malesic@Altus.Af.Mil

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402 Scott Drive, Unit 3L3
Scott AFB, IL 62225-5363
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XPRA: Robert.Studley@Scott.Af.Mil
CE: AMC.CEC@Scott.Af.Mil
CE: AMC.DOOR@Scott.Af.Mil

XPRA, CE

HQ AMC/
402 Scott Drive, Unit 3A1
Scott AFB, IL 62225-5363
E-Mail: DOTA: Timothy.Mclain@Scott.Af.Mil
DOTR: Denney.Hughes@Scott.Af.Mil

DOTA, DOTR

172 AW /
C-17 ANG Program Integration Office
172d Airlift Wing
141 Military Drive
Jackson ANG, MS 39232-8877
Kevin.Harris@Msjack.Ang.Af.Mil

Msjack

ANG/
1411 Jefferson Davis Hwy
Arlington, VA 22202
E-Mail: Robert.Williamson@NGB.ANG.Af.Mil

DOOS

CDRL TABLE OF CONTENTS

SET NAME: C-17 ATS-R
PROGRAM ID: C-17

SYSTEM ITEM: C-17 ATS

DATA ITEM	REQUIRING OFFICE	AUTHORITY / TITLE / SUBTITLE	SOW PARAGRAPH
A001	ASC/YWMA-CM	DI-ADMN-81401A/T Contract Change Proposals (CCPs)	3.9
A002	ASC/YWMA-CM	DI-CMAN-80639C/T Engineering Change Proposal (ECP)	3.9
A003	ASC/YWMA-CM	DI-CMAN-80643C Specification Change Notice (SCN)	3.6.1, 3.6.1.1
A004	ASC/YWMA-EN	DI-DRPR-81000A/T Product Drawing and Associated List	3.1.5, 3.3.4, 3.4.2, 3.2.4
A005	ASC/YWE	DI-FACR-81451 Facility Design Criteria	3.2.3, 3.1.3
A006	ASC/YWMA-EN	DI-IPSC-81441A Software Product Specification (SPS)	3.1.1.8
A007	ASC/YWMA-CM	DI-MGMT-81453/T Data Accession List (DAL)	3.6.1.1, 3.6.2
A008	ASC/YWF	DI-MGMT-81467/T Cost/Schedule Status Report (C/SSR)	3.6.1
A009	ASC/YWMA-PM	DI-MISC-81183A/T Integrated Master Schedule (IMS)	3.6.1
A010	ASC/YWMA-EN	DI-NDTI-80603/T Test Procedure	3.1.1.8, 3.2.1.3, 3.6.8.1
A011	ASC/YWMA-EN	DI-SDMP-81493/T Program--Unique Specification Documents	3.1.1, 3.2.1.3
A012	ASC/YWMA-LOG	TM 86-01/T Technical Manuals/Commercial Literature	3.1.5, 3.2.4, 3.3.4, 3.4.2, 3.5.1.2
A013	ASC/YWMA-LOG	DI-ILSS-80568/T Mission/Task Analysis Report (MTAR)	3.6.6
A014	ASC/YWMA-LOG	DI-ILSS-81459/T Syllabus	3.6.6
A015	ASC/YWMA-CM	DI-ADMN-81250A Conference Minutes	3.6.1.1.1

Form Approved
OMB No. 0704-0188

A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY:
1005, 1007, 1015, 1104, 1108, 1213	A	TDP TM OTHER MGMT

[illegible]

DATA ITEM DESCRIPTION

Form Approved
OMB MO. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503.

TITLE

2. IDENTIFICATION NUMBER

DI-ADMN-81401A

Contract Change Proposals (CCPs)

3. DESCRIPTION/PURPOSE

3.1 CCPs are used to propose, control, and approve nonbaseline changes to contracts. A CCP must not be used for making changes to specifications, drawings, or other baseline documentation. In the event changes to both baseline and nonbaseline documents are made, all changes should be included in an Engineering Change Proposal.

4. APPROVAL DATE (YYMMDD)

970124

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

F/ASC-YFEC

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This DID may be used on any type contract where a vehicle for control and processing of contract changes is needed.

7.3 This DID supersedes DI-ADMN-81401

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER
F7233

PREPARATION INSTRUCTIONS

10.1 Format. Contractor format is acceptable.

10.2 Content. The CCP shall contain the information outlined below.

a. Control number and date of preparation. A CCP number shall be assigned. The date of preparation shall also be included.

b. Title. A descriptive title shall be assigned.

c. Items affected. Identifies the part or parts of the contract which are affected by the proposed changes (e.g., contract data requirements list, statement of work paragraph, plan, or contract section).

d. Statement of justification and alternatives. Identifies reason for the change. Presents viable alternatives which may exist. Includes impact statement to address effect of not making the change.

e. Description of proposed change. Provides a detailed description of the proposed change.

f. Schedule. Identifies working schedule for implementation of the CCP, including target date for implementation via contract modification. If conditions exist which make implementation urgent, a brief explanation should be included.

g. Estimated cost. Presents estimated cost (or estimated savings) expected as a result of implementing the change.

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Form 1664, APR 89

Previous editions are obsolete

Page 1 of 1 Pages

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DATA ITEM DESCRIPTION

Title: ENGINEERING CHANGE PROPOSAL (ECP)

Number: DI-CMAN-80639C

Approval Date: 20000930

AMSC Number: D7388

Limitation: N/A

DTIC Applicable: No

GIDEP Applicable: No

Office of Primary Responsibility: D/DUSD(AT&L)SE

Applicable Forms: N/A

Use, Relationships: An Engineering Change Proposal (ECP) provides the documentation in which the engineering change is described. It includes change impacts to systems, configuration items and other associated configuration documentation affected by the proposed change. In addition, it typically describes how the proposed change will be implemented along with providing estimated schedules and associated costs.

This Data Item Description (DID) contains the format, content and preparation instructions for the data product resulting from the work task specified in the contract. This DID is used in conjunction with a Notice of Revision (NOR) (DI-CMAN-80642B). A requirement for NORs should be contractually imposed in conjunction with this DID.

Data Item submittal in Extensible Markup Language (XML) is acceptable. An XML Document Type Definition (DTD), associated XML document template, and other information is available from <http://www.geia.org/836/>

This DID supersedes DI-CMAN-80639B.

Requirements:

1. Reference documents. The applicable issue of any documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.
2. Format and content. The Engineering Change Proposal (ECP) shall be prepared in contractor format. . The ECP content shall include, where applicable, the following information:
 - a. the change priority, change classification, and change justification
 - b. a complete description of the change to be made and the need for that change
 - c. complete listing of other configuration items impacted by the proposed change and a description of the impact on those CIs.
 - d. proposed changes to documents controlled by the government.
 - e. proposed serial (or lot) number effectivities of units to be produced in, or retrofitted to, the proposed configuration.
 - f. recommendation about the way a retrofit should be accomplished.
 - g. impacts to any logistics support elements (such as software, manuals, spares, tools, and similar) being utilized by government personnel in support of the product.
 - h. impacts to the operational use of the product
 - i. complete estimated life-cycle cost impact of the proposed change
 - j. milestones relating to the processing and implementation of the engineering change

DI-CMAN-80639C

The following references may be useful in defining content: MIL-HDBK-61, Configuration Management Guidance (paragraph 4.2 and Table 4-6) and ANSI/EIA-649-1998, National Consensus Standard for Configuration Management (paragraph 5.3.1).

END OF DI-CMAN-80639C.

CONTRACT DATA REQUIREMENTS LIST						Form Approved OMB No. 0704-0188					
Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington D.C. 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.											
A. CONTRACT LINE ITEM NO. 1005, 1007, 1015, 1104, 1108, 1213		B. EXHIBIT A		C. CATEGORY: TDP TM OTHER MGMT							
D. SYSTEM / ITEM C-17 ATS		E. CONTRACT / PR NO. F33657-01-D-2074 0002		F. CONTRACTOR Boeing							
1. DATA ITEM NO. A003		2. TITLE OF DATA ITEM Specification Change Notice (SCN)			3. SUBTITLE						
4. AUTHORITY (Data Acquisition Document No.) DI-CMAN-80643C		5. CONTRACT REFERENCE 3.6.1, 3.6.1.1			6. REQUIRING OFFICE ASC/YWMA-CM						
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED		10. FREQUENCY ASREQ		12. DATE OF FIRST SUBMISSION BLK16					
8. APP CODE A		D		11. AS OF DATE		13. DATE SUBSEQUENT SUBMISSION BLK16					
16. REMARKS Block 4: DI-CMAN-80643C is appended to this CDRL. Block 8: Approval will apply to technical content only. Blocks 12, 13 and 14: a. The contractor shall prepare and submit a proposed SCN (in the draft and final proposal) via an ECP (DI-CMAN-80639C/T). b. Following approval of the applicable ECP and the return of the signed SCN, the contractor shall formally submit (to the addresses in Block 14) the approved specification/revisions within thirty (30) calendar days after receipt of the signed SCN.				14. DISTRIBUTION							
				b. COPIES							
				a. ADDRESSEE		Draft		Reg		Final Repro	
				YWMA-CM		000		000		001	
				DOZG		000		000		001	
				AMCAOS		000		000		001	
				XPRA		000		000		001	
				See BLK 16							
				TOTAL		0		0		4	
				G. PREPARED BY BRUCE RINKER C-17 ATS Configuration & Data Mgr.		H. DATE 19 Dec 2002		I. APPROVED BY Lou Schwieterman Program Manager			J. DATE 19 Dec 2002

DATA ITEM DESCRIPTION

Title: SPECIFICATION CHANGE NOTICE (SCN)

Number:	DI-CMAN-80643C	Approval Date:	20000930
AMSC Number:	D7391	Limitation:	N/A
DTIC Applicable:	No	GIDEP Applicable:	No
Office of Primary Responsibility:	D/DUSD(AT&L)SE		
Applicable Forms:	N/A		

Use, Relationships: A Specification Change Notice (SCN) is used to record and transmit approved change pages to an existing paper specification. Once an Engineering Change Proposal (ECP) has been approved, the SCN provides official notice to holders of the specification that the attached change pages can be incorporated into their copy(ies) of the specification.

This Data Item Description (DID) contains the format, content, and preparation instructions for the data product resulting from the work task specified in the contract. This DID is used in conjunction with ECPs (DI-CMAN-80639C), and with NORs (DI-CMAN-80642C). A requirement for ECPs and NORs should be contractually imposed in conjunction with this DID.

Data Item submittal in Extensible Markup Language (XML) is acceptable. An XML Document Type Definition (DTD), associated XML document template, and other information is available from <http://www.geia.org/836/>

This DID supersedes DI-CMAN-80643B.

Requirements:

1. Reference documents. The applicable issue of any documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.
2. Format and content. The Specification Change Notice (SCN) shall be prepared in contractor format. The SCN content shall include, where applicable, the following information:
 - a. a listing of the identifier, revision level, and title of the affected specification
 - b. the identifier of the ECP which proposed the current change
 - c. a summary of all previously approved SCNs against this revision of the specification and the page numbers affected by those previous SCNs
 - d. attached copies of the change page(s) to be incorporated into the specification if the SCN is approved

ANSI/EIA-649-1998, National Consensus Standard for Configuration Management (paragraph 5.3.3) addresses this process.

END OF DI-CMAN-80643C.

PRODUCT DRAWINGS AND ASSOCIATED LISTS

A. CONTRACT NO.	B. EXHIBIT/ATTACHMENT NO.	C. CLIN	D. CDRL DATA ITEM NO.

1. DELIVERABLE PRODUCT (X and complete as applicable)			
	a. ORIGINALS (Drawing masters) (Identify specification, type, grade and class, etc.)		
	b. REPRODUCTIONS (Identify specification, type, grade and class, etc. and quantity of each)		
X	As defined by the contractor		
	c. DIGITAL DATA (Identify specification, exchange media, etc.)		
X	MIL-STD-1840 (See attachment)		

2. CAGE CODE AND DOCUMENT NUMBERS (X one)			
X	a. CONTRACTOR		
	b. GOVERNMENT (Complete (1) and (2) or (3))		
(1) Use CAGE Code		(2) Use Document Numbers	(3) To Be Assigned By:

3. DRAWING FORMATS AND DRAWING FORMS (X one and complete as applicable)			
X	a. CONTRACTOR FORMATS. Forms to be supplied by contractor.		
	b. GOVERNMENT FORMATS. Forms to be supplied by contractor. Samples supplied by (Specify)		
	c. GOVERNMENT FORMATS. Forms to be supplied as Government Furnished Material by (Specify)		

4. TYPES AND QUANTITY OF DRAWINGS SELECTION (X one)			
	a. CONTRACTOR SELECTS		b. GOVERNMENT SELECTS (Specify in Item 9)

5. ASSOCIATED LISTS (X and complete as applicable)						
X	a. PARTS LISTS (X one)		(1) Integral		(2) Separate	(3) Contractor's Options X
X	b. DATA LISTS (X one)		(1) Not Required	X	(2) Required (Specify levels of assembly) See attachment	
X	c. INDEX LISTS (X one)		(1) Not Required	X	(2) Required (Specify levels of assembly) See attachment	

6. DETAILS (X ONE)			
X	a. MULTIDETAIL DRAWINGS PERMITTED		b. MONODETAIL DRAWINGS MANDATORY

7. QUALITY ASSURANCE PROVISIONS (X one)			
X	a. NOT REQUIRED. MIL-T-31000, para 3.8 does not apply.		
	b. REQUIRED. MIL-T-31000, para 3.8 applies Quality assurance requirements shall be documented as QAPs in accordance with MIL-T-31000, Appendix B. (X one)		
	(1) DARCOM Form 2484-R Required	X	(2) DARCOM For 2484-R Not Required

8. VENDOR SUBSTANTIATION DATA (X one)			
X	a. NOT REQUIRED		b. REQUIRED

9. OTHER TAILORING (Attach additional sheets as necessary)			

ATTACHMENT TO DD FORM 2554-1

1. BLOCK 1 b and c: Digital Data: Media for delivery shall be as defined by the Contractor in a Continuous Acquisition and Life-Cycle Support (CALS) compliant with MIL-STD-1840 format, unless it can be clearly shown not be cost effective for the Government. If non-digital media is proposed the media shall be in aperture card form. The type and class shall be as specified by the contractor and the method to be used for keypunching aperture cards shall be identified.
2. Item marking requirements and methods for identification of items of military property shall be in accordance with MIL-STD-130. Note, MIL-STD-130 is exempt from the SecDef Military Specifications and Standards Reform.
3. The Contractor shall document the system design and shall develop, maintain and update the currency of a complete set of engineering design disclosure drawings in accordance with ASME Y14.100M, Engineering Drawing Practices, and ASME Y14.34M.
4. Product drawings and associated lists: Product drawings and associated lists shall be prepared to provide the design, engineering, manufacturing, and quality assurance requirements information necessary to enable the procurement or manufacture of an item essentially identical to the original item. The product shall be defined to the extent necessary for a competent manufacturer to produce an item which duplicates the physical, interface, and functional characteristics of the original product, without additional design engineering effort or recourse to the original design activity. Product drawings shall reflect the level of design maturity which the item has attained.

The following specific topics shall be addressed in the Contractor's proposal:

- (a) For Non-Developmental Items (NDI) and Commercial Off-The-Shelf (COTS) items define the types of control type drawings that will be generated.
 - (b) Requirements for marking Electrostatic Discharge Sensitive Identification.
 - (c) Define methods for change incorporation for Class I and II changes and time limits for incorporation.
 - (d) Types of internal contractor documents that will be referenced on engineering data associated rights to the data (Limited and Unlimited Rights).
5. Contract numbers shall be affixed to the drawings as close as practical to the title block.
 6. Government In-Process Reviews (IPRs): The Government reserves the right to perform in process and final review of the engineering data during the preparation of the data and upon completion of the data at the contractor's facility. IPRs shall occur in conjunction with Engineering Design Reviews and audits. None-reproducible copies of engineering data shall be available for the reviews when requested by the ASC/YWM Contracting Officer.
 7. Index lists shall be at the system level and data lists at the assembly level and end item level.

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, Va 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188) Washington, DC 20503.				
1. TITLE		2. IDENTIFICATION NUMBER		
PRODUCT DRAWINGS AND ASSOCIATED LISTS		DI-DRPR-81000A		
3. DESCRIPTION/PURPOSE				
3.1 Product Drawings and Associated Lists provide engineering data to support competitive procurement and maintenance for items interchangeable with the original items. These drawings represent the highest level of design disclosure.				
4. APPROVAL DATE 970521	5. OFFICE OF PRIMARY RESPONSIBILITY(OPR) AR	6a. DTIC REQUIRED	6b. GIDEP REQUIRED	
7. APPLICATION/INTERRELATIONSHIP				
7.1 This Data Item Description (DID) contains the format and content preparation instructions for Product Drawings and Associated Lists resulting from the work task described in 3.6.3 of MIL-DTL-31000A.				
7.2 This DID is applicable to acquisitions of military systems, equipment, and components. It is intended for acquiring drawings and associated lists at the end of the Engineering and Manufacturing Development Phase and during subsequent phases of the DoD materiel life-cycle.				
(Continued on page 2)				
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS		9b. AMSC NUMBER D7274	
10. PREPARATION INSTRUCTIONS				
10.1 <u>Reference Documents.</u> The applicable issue of documents cited herein, including their approval dates and the dates of applicable amendments, notices, and revisions, shall be as cited in the contract.				
10.2 <u>General.</u> Product drawings and associated lists shall meet the requirements of MIL-DTL-31000A. Product Drawings and Associated Lists shall provide the design disclosure information necessary to enable a manufacturer of similar products at the same or similar state of the art to produce and maintain quality control of items(s) so that the resulting physical and functional characteristics duplicate those of the specified item. These drawings shall:				
<ul style="list-style-type: none"> a. Reflect the end-product at its current level of design maturity. b. Provide the engineering data for Logistics Support products. c. Provide the necessary data to permit competitive acquisition of items identical to the original item(s). 				
(Continued on page 2)				
11. DISTRIBUTION STATEMENT				
DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.				

Block 7, Application/Interrelationship (continued)

7.3 It is not intended that all the requirements contained herein should be applied to every program. This DID should be tailored to the minimum data requirements of the applicable contract or purchase order.

7.4 This DID supersedes DI-DRPR-81000, which superseded DI-E-7031 and DI-CMAN-80779.

7.5 This DID is related to DI-DRPR-81001A, DI-DRPR-81002A, and DI-DRPR-81003A.

7.6 A purchased item, as defined by ASME Y14.24M, an item which is sold or traded in the course of conducting normal business operations, is used by commercial industry, or is a specialized version of a supplier's general product line which he routinely customizes. Purchased items as used herein have also been referred to as vendor items or vendor-developed items.

Block 10, Preparation Instructions (Continued)

10.3 Format. Product Drawings and Associated Lists shall be in either the contractor's format or Government's format as specified on the Selection Work Sheet incorporated into the contract or purchase order.

10.4 Content. Product Drawings and Associated Lists shall conform to the requirements of ASME Y14.100M, ASME Y14.34M and, where DoD peculiar requirements must be met, MIL-STD-100. They shall document directly or by reference the following, as applicable:

a. Details of unique processes, i.e. not published or generally available to industry, when essential to design and manufacture.

b. Performance ratings.

c. Dimensional and tolerance data.

d. Critical manufacturing processes and assembly sequences.

e. Toleranced input and output characteristics.

f. Diagrams.

g. Mechanical and electrical connections.

h. Physical characteristics, including form, finishes, and protective coatings.

i. Details of material identification, including material condition, and mandatory treatments and coatings.

j. Inspection, test and evaluation criteria.

k. Equipment calibration requirements.

l. Quality assurance requirements.

m. Hardware marking requirements.

Block 10, Preparation Instructions (Continued)

- n. Requirements for reliability, maintainability, environmental conditioning, shock and vibration testing and other operational or functional tests.
- o. Vendor substantiation data when required by the contract or purchase order.
- p. Requirements for programming software into devices or assemblies including a description of the input media and the procedures for validating that the software has been installed correctly.
- q. Special consideration items and processes.

10.5 Item definition. All parameters required to define each unit, assembly, subassembly, part or material shall be presented on the applicable drawing. This includes data such as:

- a. All necessary mechanical dimensions to fully define fabrication, acceptance, interface or installation of the item depicted.
- b. All necessary electrical parameters to fully define fabrication, acceptance, interface or installation of the item depicted.
- c. All other necessary physical parameters to fully define fabrication, acceptance, interface or installation of the item depicted, i.e., weight, pressure, viscosity, etc.
- d. All necessary environmental conditions which units, assemblies, subassemblies, parts and materials must meet to perform effectively in the end item, such that the end item will meet its specification requirements.

10.6 CAGE code and document numbers. Product Drawings and Associated Lists shall be identified with the contractor's CAGE code and contractor document numbers or with a Government CAGE code and document numbers as specified in the Selection Work Sheet incorporated in the contract or purchase order.

10.7 Selection of drawings. The types of drawings required will vary according to the complexity of the contract end item. The Selection Work Sheet incorporated in the contract or purchase order will specify whether the contractor or the Government is responsible for selecting the types of drawings and lists.

10.7.1 Vendor item control drawings. Vendor item control drawings shall be used to specify the requirements for purchased items (see 7.6) when such items have been approved for use in the design and are used without alteration, selection or source qualification (testing of an item prior to procurement action to ensure that it satisfies the specified requirements).

10.7.2 Source control drawings. Source control drawings shall be used to specify the requirements for purchased items (see 7.6) only when such items have been approved for use in the design and:

- a. the item is for a critical application and
- b. the requirements can be met by an item from one or more sources and
- c. the application required source qualification (testing of an item prior to procurement action to ensure that it satisfies the specified requirements).

10.7.3 Standard Microcircuit Drawings. Standard Microcircuit Drawings (MIL-HDBK-780) shall be used to specify the requirements of microcircuits.

CONTRACT DATA REQUIREMENTS LIST				Form Approved OMB No. 0704-0188						
<small>Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington D.C. 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.</small>										
A. CONTRACT LINE ITEM NO. 1005, 1007, 1015, 1104, 1108, 1213		B. EXHIBIT A		C. CATEGORY: TDP TM OTHER MGMT						
D. SYSTEM / ITEM C-17 ATS		E. CONTRACT / PR NO. F33657-01-D-2074 0002		F. CONTRACTOR Boeing						
1. DATA ITEM NO. A005		2. TITLE OF DATA ITEM Facility Design Criteria		3. SUBTITLE						
4. AUTHORITY (Data Acquisition Document No.) DI-FACR-81451		5. CONTRACT REFERENCE 3.2.3, 3.1.3		6. REQUIRING OFFICE ASC/YWE-FAC						
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY ASREQ	12. DATE OF FIRST SUBMISSION BLK16	14. DISTRIBUTION						
8. APP CODE	D	11. AS OF DATE	13. DATE SUBSEQUENT SUBMISSION BLK16	a. ADDRESSEE		b. COPIES				
16. REMARKS Block 4: DI-FACR-81451 is appended to this CDRL. Block 10, 12 and 13: a. A draft submittal shall be required at facility pre-design meeting. b. Subsequent submittals shall be updated prior to any move into a new facility or upon any changes to the system affecting the facility interface (e.g., change in footprint of equipment, change in electrical power requirements, change to heating and cooling loads, etc.). c. A data submission shall be made when changes to the equipment, training, or numbers of personnel result in a significant change in facility requirements (An increase or decrease of five [5] percent or more from the requirements contained in the previous submittal) in terms of area, heating and ventilation air conditioning (HVAC), or electrical power.						Final				
				DOZG		000	000	001		
				XPRF		000	000	001		
				TRQ		000	000	001		
				YWMA-CM		000	000	001		
				XPRA		000	000	001		
				AMCAOS		000	000	001		
				CE		000	000	001		
				DOTR		000	000	001		
				TOTAL				0	0	8
				G. PREPARED BY BRUCE RINKER C-17 ATS Configuration & Data Mgr.		H. DATE 19 Dec 2002		I. APPROVED BY Lou Schwieterman Program Manager		J. DATE 19 Dec 2002

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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TITLE

Facility Design Criteria

2. IDENTIFICATION NUMBER

DI-FACR-81451

3. DESCRIPTION / PURPOSE

3.1 This data is used to identify specific technical requirements upon which the facility design is to be predicated before detailed design is initiated. The criteria are qualitative in nature and can be translated by qualified facility designers into construction bid packages that will result in facilities that are compatible with the air vehicle (or other system) and its support equipment, as well as meeting other special requirements of the using service.

4. APPROVAL DATE
(YYMMDD)

950123

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

F/ASC-EMF

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This DID supersedes DI-S-3557/F-107-1.

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

F7104

PREPARATION INSTRUCTIONS

10.1 Format. Contractor format is acceptable.

10.2 Content. The document shall include:

a. Scope.

(1) The Facilities Design Criteria (FDC) document is to describe the facility requirements for the system. The FDC will not mandate specific construction methods or materials, but it shall establish performance requirements. It should not address the problem of total workload on a particular common-use facility generated by a mixed force of similar systems, nor should it assume anything about the quantity and types of facilities available at a particular development site.

(Continued on Page 2)

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release, distribution is unlimited.

Block 10, Preparation Instructions (Continued)

(2) This section of the FDC document shall begin as follows: "This part of the document establishes the requirements and basic restraints or constraints imposed upon the development of an architectural and engineering (A&E) design for (insert nomenclature) facility (or facilities) in support of (insert system nomenclature)." Subsequent sentences and paragraphs shall briefly describe the intended purpose and general use of the facility (or facilities) with respect of the system to which it is related.

b. General concept. Describe the use to which the facility (or facilities) will be put. Describe the flow of personnel, material, and maintenance. Describe the functions to be performed in the facility (or facilities), including time elements, number of pieces for an eight hour day as an example.

c. Siting and layout.

(1) Include an area layout showing location of facility (or facilities) with respect to general area.

(2) Include detailed site layout to provide site selection information and constraints such as those listed in the subparagraphs below for guidance to using service facility planners who will perform the site selection and layout at the bases scheduled to receive the new system.

a. Access requirements; special widths requirements.

b. Required relationships between outside elements.

c. Clearances.

d. Parking, loading, required setbacks, paving, any other related requirements.

e. Explosive hazards data

(3) Provide a floor layout of the required facility (facilities) to show:

a. Functional arrangement of areas.

b. Dimensional requirements.

c. Height requirements (cross sections or elevations as required).

d. Location of real property installed equipment.

Block 10, Preparation Instructions (Continued)

- e. Doors; heights, widths, and location of entrances.
- f. Clear-span requirements (no column intrusion allowed).
- g. Location of special electrical or mechanical provisions.
- h. Special foundations required.
- i. Blackouts, elevations, anchor bolts, or provisions for "not in contract" equipment.
- j. Hoist requirements (locations and loads).

(4) General criteria.

a. Civil

- 1. Axle or wheel loads on roads.
- 2. Special lane widths of roads.
- 3. Turn radius and weight provisions for special vehicles.
- 4. Jack loads; transfer requirements.
- 5. Parking; number and size of vehicles.
- 6. Grades on roads.
- 7. Special water and sewage (state quantities and nature)
- 8. Special fire protection requirements (exterior).
- 9. Fencing and security.

b. Architectural

- 1. Personnel occupancy types; hours per day.
- 2. Designation of use of areas within the facility.
- 3. Types of special and oversized doors required.

Block 10, Preparation Instructions (Continued)

4. Floor level requirements. Floor drainage.
5. Controlling or critical dimension requirements.
6. Window requirements (if any).
7. Security requirements (vaults, secure storage rooms, secure conference rooms, or related structures).

c. Structural

1. Crane and hoist locations and loads. Control requirements.
2. Floor loads (pounds per square foot).
3. Point or concentrated loads (pounds and dimensions).
4. Clear span and column free area(s).
5. Blast loads; shielding requirements.
6. Personnel ladders; elevators (freight load requirements)
7. Transfer piers; dock loads.
8. Clear ceiling heights.

d. Mechanical

1. Interior potable water (state if unusual quantities or qualities are required).
2. Environmental limits. Temperature, humidity, and ventilation.
3. Compressed air.
4. Fire protection.
5. Vibration and acoustical requirements.
6. Equipment cooling requirements (British Thermal Units (BTU) per hour).
7. Special mechanical systems (hydraulic, cooling, or other special requirements).

Block 10, Preparation Instructions (Continued)

e. Electrical

1. Power requirements -- type and magnitude (voltages, frequency, phase, quality and allowable tolerances).

2. Light intensities.

3. Communications requirements.

4. Grounding (type and location).

5. Power factor.

6. Backup power requirements.

f. Equipment. Provide layout and list each piece of equipment.

1. Equipment designation.

2. Number of units required.

3. Purpose of equipment.

4. Size of equipment (governing dimension and weight).

5. Power requirements (alternating Current (AC) volts, phase, frequency, Direct Current (DC) volts, normal and peak kilowatts (KW), and power factor(s).

6. Cooling requirements -- heat gain (BTU's per hour), type cooling, in-out temperatures, and relative humidity requirements.

7. Minimum access requirements, front, back, and sides.

8. Other system requirements (hydraulic, compressed air, or other special requirements).

g. Special features -- special requirements not covered above.

h. Operability and maintainability requirements.

Block 10, Preparation Instructions (Continued)

i. Hazards and effects.

1. Radio Frequency (RF) radiation.
2. X-ray radiation.
3. Electrical shock.
4. Lightning.
5. Other hazards (smoke, explosion, and any other)

j. Growth potential.

k. Safety.

1. Waste products disposal (human, toxic gases or liquids, nuclear, hazardous waste (regulated), solid waste).

DATA ITEM DESCRIPTION

Title: SOFTWARE PRODUCT SPECIFICATION (SPS)

Number: DI-IPSC-81441A

Approval Date: 19991215

AMSC Number: N7366

Limitation:

DTIC Applicable:

GIDEP Applicable:

Office of Primary Responsibility: N/SPAWAR

Applicable Forms:

Use, Relationships:

The Software Product Specification (SPS) contains or references the executable software, source files, and software support information, including "as built" design information and compilation, build, and modification procedures, for a Computer Software Configuration Item (CSCI).

The SPS can be used to order the executable software and/or source files for a CSCI and is the primary software support document for the CSCI. Note: Different organizations have different policies for ordering delivery of software. These policies should be determined before applying this Data Item Description (DID).

This DID contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract.

This DID is used when the developer is tasked to prepare executable software, source files, "as built" CSCI design, and/or related support information for delivery.

This DID supersedes DI-IPSC-81441.

Requirements:

1. Reference documents. None.

2. General instructions.

a. Automated techniques. Use of automated techniques is encouraged. The term "document" in this DID means a collection of data regardless of its medium.

b. Alternate presentation styles. Diagrams, tables, matrices, and other presentation styles are acceptable substitutes for text when data required by this DID can be made more readable using these styles.

3. Format. Following are the format requirements.

The specification shall be in contractor format unless otherwise specified on the Contract Data Requirements List (CDRL)(DD 1423). The CDRL should specify whether deliverable data are to be delivered on paper or electronic media; are to be in a given electronic form (such as ASCII,

CALS, or compatible with a specified word processor or other support software); may be delivered in developer format rather than in the format specified herein; and may reside in a computer-aided software engineering (CASE) or other automated tool rather than in the form of a traditional document.

4. Content. The specification shall contain the following:

a. Title page or identifier. The document shall include a title page containing, as applicable: document number; volume number; version/revision indicator; security markings or other restrictions on the handling of the document; date; document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies; contract number; CDRL item number; organization for which the document has been prepared; name and address of the preparing organization; and distribution statement; and signature blocks for the developer representative authorized to release the document, the acquirer representative authorized to approve the document, and the dates of release/approval. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods.

b. Table of contents. The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents.

c. Page numbering/labeling. Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed.

d. Response to tailoring instructions. If a paragraph is tailored out of this DID, the resulting document shall contain the corresponding paragraph number and title, followed by "This paragraph has been tailored out." For data in a database or other alternative form, this representation need occur only in the table of contents or equivalent.

e. Multiple paragraphs and subparagraphs. Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability.

f. Standard data descriptions. If a data description required by this DID has been published in a standard data element dictionary specified in the contract, reference to an entry in that dictionary is preferred over including the description itself.

g. Substitution of existing documents. Commercial or other existing documents may be substituted for all or part of the document if they contain the required data.

The numbers shown designate the paragraph numbers to be used in the document.

1. Scope. This section shall be divided into the following paragraphs.

1.1 Identification. This paragraph shall contain a full identification of the system and the software to which this document applies, including, as applicable, identification number(s), title(s), abbreviation(s), version number(s), and release number(s).

1.2 System overview. This paragraph shall briefly state the purpose of the system and the software to which this document applies. It shall describe the general nature of the system and software; summarize the history of system development, operation, and maintenance; identify the project sponsor, acquirer, user, developer, and support agencies; identify current and planned operating sites; and list other relevant documents.

1.3 Document overview. This paragraph shall summarize the purpose and contents of this document and shall describe any security or privacy considerations associated with its use.

2. Referenced documents. This section shall list the number, title, revision, and date of all documents referenced in this document. This section shall also identify the source for all documents not available through normal Government stocking activities.

3. Requirements. This section shall be divided into the following paragraphs to achieve delivery of the software and to establish the requirements that another body of software must meet to be considered a valid copy of the CSCI.

Note: In past versions of this DID, Section 3 required a presentation of the software design describing the "as built" software. That approach was modeled on hardware development, in which the product specification presents the final design as the requirement to which hardware items must be manufactured. For software, however, this approach does not apply. Software "manufacturing" consists of electronic duplication of the software itself, not recreation from design, and the validity of a "manufactured" copy is determined by comparison to the software itself, not to a design description. This section therefore establishes the software itself as the criterion that must be matched for a body of software to be considered a valid copy of the CSCI. The updated software design has been placed in Section 5 below, not as a requirement, but as information to be used to modify, enhance, or otherwise support the software. If any portion of this specification is placed under acquirer configuration control, it should be limited to Section 3. It is the software itself that establishes the product baseline, not a description of the software's design.

3.1 Executable software. This paragraph shall provide, by reference to enclosed or otherwise provided electronic media, the executable software for the CSCI, including any batch files, command files, data files, or other software files needed to install and operate the software on its target computer(s). In order for a body of software to be considered a valid copy of the CSCI's executable software, it must be shown to match these files exactly.

3.2 Source files. This paragraph shall provide, by reference to enclosed or otherwise provided electronic media, the source files for the CSCI, including any batch files, command files, data files, or other files needed to regenerate the executable software for the CSCI. In order

for a body of software to be considered a valid copy of the CSCI's source files, it must be shown to match these files exactly.

3.3 Packaging requirements. This paragraph shall state the requirements, if any, for packaging and marking copies of the CSCI.

4. Qualification provisions. This paragraph shall state the method(s) to be used to demonstrate that a given body of software is a valid copy of the CSCI. For example, the method for executable files might be to establish that each executable file referenced in 3.1 has an identically-named counterpart in the software in question and that each such counterpart can be shown, via bit-for-bit comparison, check sum, or other method, to be identical to the corresponding executable file. The method for source files might be comparable, using the source files referenced in 3.2.

5. Software support information. This section shall be divided into the following paragraphs to provide information needed to support the CSCI.

5.1 "As built" software design. This paragraph shall contain, or reference an appendix or other deliverable document that contains, information describing the design of the "as built" CSCI. The information shall be the same as that required in a Software Design Description (SDD), Interface Design Description (IDD), and Database Design Description (DBDD), as applicable. If these documents or their equivalents are to be delivered for the "as built" CSCI, this paragraph shall reference them. If not, the information shall be provided in this document. Information provided in the headers, comments, and code of the source code listings may be referenced and need not be repeated in this section. If the SDD, IDD, or DBDD is included in an appendix, the paragraph numbers and page numbers need not be changed.

5.2 Compilation/build procedures. This paragraph shall describe, or reference an appendix that describes, the compilation/build process to be used to create the executable files from the source files and to prepare the executable files to be loaded into firmware or other distribution media. It shall specify the compiler(s)/assembler(s) to be used, including version numbers; other hardware and software needed, including version numbers; any settings, options, or conventions to be used; and procedures for compiling/assembling, linking, and building the CSCI and the software system/subsystem containing the CSCI, including variations for different sites, configurations, versions, etc. Build procedures above the CSCI level may be presented in one SPS and referenced from the others.

5.3 Modification procedures. This paragraph shall describe procedures that must be followed to modify the CSCI. It shall include or reference information on the following, as applicable:

- a. Support facilities, equipment, and software, and procedures for their use
- b. Database/data files used by the CSCI and procedures for using and modifying them
- c. Design, coding, and other conventions to be followed

- d. Compilation/build procedures if different from those above
- e. Integration and testing procedures to be followed

5.4 Computer hardware resource utilization. This paragraph shall describe the “as built” CSCI’s measured utilization of computer hardware resources (such as processor capacity, memory capacity, input/output device capacity, auxiliary storage capacity, and communications/network equipment capacity). It shall cover all computer hardware resources included in utilization requirements for the CSCI, in system-level resource allocations affecting the CSCI, or in the software development plan. If all utilization data for a given computer hardware resource is presented in a single location, such as in one SPS, this paragraph may reference that source. Included for each computer hardware resource shall be:

- a. The CSCI requirements or system-level resource allocations being satisfied. (Alternatively, the traceability to CSCI requirements may be provided in 6.c.)
- b. The assumptions and conditions on which the utilization data are based (for example, typical usage, worst-case usage, assumption of certain events)
- c. Any special considerations affecting the utilization (such as use of virtual memory, overlays, or multiprocessors or the impacts of operating system overhead, library software, or other implementation overhead)
- d. The units of measure used (such as percentage of processor capacity, cycles per second, bytes of memory, kilobytes per second)
- e. The level(s) at which the estimates or measures have been made (such as software unit, CSCI, or executable program)

6. Requirements traceability. This section shall provide:

- a. Traceability from each CSCI source file to the software unit(s) that it implements.
- b. Traceability from each software unit to the source files that implement it.
- c. Traceability from each computer hardware resource utilization measurement given in 5.4 to the CSCI requirements it addresses. (Alternatively, this traceability may be provided in 5.4.)
- d. Traceability from each CSCI requirement regarding computer hardware resource utilization to the utilization measurements given in 5.4.

7. Notes. This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an

alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of any terms and definitions needed to understand this document.

A. Appendices. Appendices may be used to provide information published separately for convenience in document maintenance (e.g., charts classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling. Appendixes shall be lettered alphabetically (A, B, etc.).

END OF DI-IPSC-81441A

005, 1007, 1015, 1104, 1108, 1213

CONTRACT DATA REQUIREMENTS LISTForm Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington D.C. 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO. 1005, 1007, 1015, 1104, 1108, 1213		B. EXHIBIT A		C. CATEGORY: TDP TM OTHER MGMT						
D. SYSTEM / ITEM C-17 ATS		E. CONTRACT / PR NO. F33657-01-D-2074 0002		F. CONTRACTOR Boeing						
1. DATA ITEM NO. A007		2. TITLE OF DATA ITEM Data Accession List (DAL)		3. SUBTITLE						
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-81453/T		5. CONTRACT REFERENCE 3.6.1.1, 3.6.2		6. REQUIRING OFFICE ASC/YWMA-CM						
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY QRTLY	12. DATE OF FIRST SUBMISSION BLK16	14. DISTRIBUTION						
8. APP CODE	D	11. AS OF DATE	13. DATE SUBSEQUENT SUBMISSION BLK16	a. ADDRESSEE	b. COPIES					
16. REMARKS Block 4: a. DI-MGMT-81453 is appended to this CDRL. b. For ease of reference, the DAL shall be sectioned by functional area (i.e. engineering, configuration, logistics, etc.). c. All requested information from the DAL will be Hyper Linked to the actual document for on call access. Blocks 12 and 13: The contractor shall deliver the initial submittal thirty (30) calendar days after SRR. Following the initial submittal, the contractor shall update the DAL quarterly.										
				DOZG	000	000	001			
				YWMA-CM	000	000	001			
				XPRA	000	000	001			
				AMCAOS	000	000	001			
				DOTR	000	000	001			
				TOTAL				0	0	5
				G. PREPARED BY BRUCE RINKER C-17 ATS Configuration & Data Mgr.		H. DATE 19 Dec 2002		I. APPROVED BY Lou Schwieterman Program Manager		
				J. DATE 19 Dec 2002						

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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TITLE

2 IDENTIFICATION NUMBER

Data Accession List (DAL)

DI-MGMT-81453

3 DESCRIPTION / PURPOSE

3.1 The purpose of the Data Item Description (DID) is to provide an accession list which is an index of data that may be available for request. It is a medium for identifying contractor internal data which have been generated by the contractor in compliance with the work effort described in the Statement of Work (SOW).

4 APPROVAL DATE
(YYMMDD)
950123

5 OFFICE OF PRIMARY RESPONSIBILITY (OPR)
F/ASC-ENS

6a DTIC APPLICABLE

6b GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

7.1 This DID contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This data item is not a substitute for standard data requirements that are contractually applied.

7.3 This DID supersedes DI-A-3027A.

8 APPROVAL LIMITATION

9a APPLICABLE FORMS

9b AMSC NUMBER

F7106

10 PREPARATION INSTRUCTIONS

10.1 *Format.* Contractor format is acceptable.

10.2 *Content.* The Data Accession List (DAL) shall specify internally generated data and computer software used by the contractor to develop, test and manage the program. The format and content of the data listed on the DAL shall be as prepared by the contractor to document compliance with the SOW task requirements.

10.2.1 The list shall include the identification number, title which shall describe content, security classification, and in-house release date.

a. The list shall also identify the Government Rights to the data using the following codes:

"UR" = Unlimited Rights

"LR" = Limited Rights

"RR" = Restricted Rights (Computer Software only)

11 DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A - Approved for public release; distribution is unlimited

DATA ITEM DESCRIPTION

Form Approved
OMB NO. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.

1. TITLE T/SCHEDULE STATUS REPORT (C/SSR)		2. IDENTIFICATION NUMBER DI-MGMT-81467	
3. DESCRIPTION/PURPOSE report is prepared by contractors and provides summarized contract cost and schedule performance information for program management purposes. The report (Sample Format 1) contains the following information: contract and program identification; contract data, including original and current contract values and the management estimate at completion (EAC); performance data which consists of cost and schedule performance information by summary level Work Breakdown Structure (WBS) elements; and narrative explanations, which presents information on significant cost and schedule variances and other contract problems or areas of interest.			
4. APPROVAL DATE (YYMMDD) 951019	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) OUSD (A&T) API/PM	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the contract. 7.2 This DID may be used in conjunction with the Contract Funds Status Report DID, DI-MGMT-81468, and the Contract Work Breakdown Structure DID, DI-MGMT-81334. This DID and the Cost Performance Report (CPR) DID, DI-MGMT-81466, will not be used on the same contract. 7.3 The C/SSR will be used to collect cost and schedule performance information on contracts over 12 months in duration where application of the CPR is not appropriate. There are no specific application thresholds for the C/SSR. However, application to contracts of less than \$5 million (constant fiscal year 1990 dollars) should be evaluated carefully to ensure that only the minimum information necessary for effective management control is required. 7.4 C/SSR data elements will reflect the output of the contractor's C/SSR management procedures (refer to DFARS 252.242-7005). The definitions of terms contained in the Schedule Control Systems Criteria (C/SCSC) (refer to DFARS 252.242-7001) may be used as guidance in completing Columns (2) through (9) of the C/SSR with the exception of the definitions for Budgeted Cost for Work Scheduled (BCWS) and Budgeted Cost for Work Performed (BCWP). Application of the C/SSR does not invoke the unique requirements or disciplines of the C/SCSC, such as the use of work packages for determining BCWP. The contractor may use C/SCSC compliant practices if they constitute the contractor's normal way of doing business. The method of deriving the BCWP will be left to the discretion of the reporting contractor and will be subject to negotiation, if necessary, and inclusion in the contract. While the contractor must be in a position to explain the method used for determining the BCWP, the in-depth demonstration review referred to in DFARS 252.242-7001 will not be required. (Continued on page 2)			
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS DD Form 2735	9b. AMSC NUMBER D7121
10. PREPARATION INSTRUCTIONS 10.1 Format. Contractor formats should be substituted whenever they contain all the required data elements at the specified reporting levels in a form suitable for DOD management. 10.2 Content. The Cost/Schedule Status Report shall contain the following: 10.2.1 Contractor. Enter the contractor's name and location in Block 1. 10.2.2 Contract. Enter the contract name, number, type, and share ratio, if applicable, in Block 2. 10.2.3 Program. Enter in Block 3.a. the name, number, acronym and/or type, model, series, or other designation of the prime items purchased under the contract. Enter the program in Block 3.b. (Concept Exploration and Definition, Demonstration and Validation, and Engineering and Manufacturing Development are considered RDT&E. Production programs are those that have passed Milestone III.) (Continued on page 2)			
11. DISTRIBUTION STATEMENT Distribution Statement A: Approved for public release; distribution is unlimited.			

Block 7, Application/Interrelationship (Continued)

7.5 Data reported on the C/SSR will pertain to all authorized contract work, including both priced and unpriced effort. The Government and the contractor may agree to exclude from C/SSR reporting portions of the contract for which performance reporting is not needed, such as firm fixed price contract line items. Data reported will normally be limited to level 3 of the WBS or higher. However, if a cost/schedule performance problem occurs at a lower level, the Program Manager (PM) may request information on an exception basis until the problem is resolved.

7.6 Reporting frequency will be specified in the contract. C/SSRs will not be required more frequently than monthly. Reports may reflect data as of the end of the calendar month or as of the contractor's accounting period cut-off date. Reports normally are due 25 days after the end of the report period.

7.7 Certain aspects of the report are subject to negotiation between the Government and the contractor, such as:

7.7.1 The variance thresholds which, if exceeded, require problem analysis and narrative explanations. Variance thresholds should be reviewed periodically, and changed if necessary, to ensure they continue to provide appropriate visibility without requiring excessive information. Refer to Chapter Three of the C/SSR Joint Guide for examples of the various methods for establishing variance thresholds.

7.7.2 The WBS elements reported in the Performance Data section. The level of detail will normally be limited to level 3 or higher, but lower levels may be selected for high-cost or -risk areas. Reporting levels should be reviewed periodically, and changed if necessary, to ensure they continue to provide appropriate visibility without requiring excessive information.

7.8 Contractor formats should be substituted for C/SSR formats whenever they contain all the required data elements at the specified reporting levels in a form suitable for DOD management use. The American National Standards Institute (ANSI) X12 standards (transaction sets 839 for cost and 806 for schedule), or the United Nations Electronic Data Interchange for Administration, Commerce and Transport (EDIFACT) equivalent, will be used for Electronic Data Interchange.

7.9 In all cases, the C/SSR CDRL is subject to "tailoring." Tailoring is defined as deleting requirements from this DID. Requiring more information in the C/SSR CDRL than specified in this DID is prohibited by DOD regulation. All negotiated reporting provisions will be specified in the contract.

7.10 This DID supersedes DI-F-6010A.

Block 10, Preparation Instructions (Continued)

10.2.4 Report Period. Enter the beginning and ending dates of the period covered by the report in Block 4.

10.2.5 Signature, Title and Date. The contractor's authorized representative will sign the report and enter his/her title and the date in Block 5.

10.3 Contract Data.

10.3.1 Original Contract Target Cost. Enter in Block 6.a. the dollar value (excluding fee or profit) negotiated in the original contract. For a cost plus fixed fee contract, enter the estimated cost negotiated. For an incentive contract, enter the definitized contract target cost.

10.3.2 Negotiated Contract Changes. Enter in Block 6.b. the cumulative cost (excluding fee or profit) applicable to definitized contract changes which have occurred since the beginning of the contract. Changes to estimated costs for cost plus fixed fee contracts will include only amounts for changes in the contract work scope; changes for cost growth will not be included.

10.3.3 Current Target Cost. Enter the sum of Block 6.a. and Block 6.b. in Block 6.c. The amount shown should equal the current dollar value (excluding fee or profit) on which contractual agreement has been reached.

10.3.4 Estimated Cost of Authorized, Unpriced Work. Enter in Block 6.d. the estimated cost (excluding fee or profit) for contract changes for which written authorization has been received but for which contract prices have not been negotiated.

10.3.5 Contract Budget Base (CBB). Enter the sum of Block 6.c. and Block 6.d. in Block 6.e.

10.3.6 Management Estimate at Completion. Enter in Block 6.f. the contractor's most likely EAC. The estimate should include actual costs to date plus a knowledgeable projection of future performance. The estimate should be based on the agreed work scope as reflected in the CBB (Block 6.e.). The contractor may include an estimate for management reserve (MR), if applicable. The contractor also may include a realistic estimate for program risk or probable future business conditions. If the management EAC differs from the value in Column (8) of Block 7.e., the difference shall be discussed in the Narrative Explanation section.

10.3.7 Variance at Completion. Enter the difference between Block 6.e. and Block 6.f. in Block 6.g.

10.3.8 Over Target Baseline (OTB) Date. If applicable, enter in Block 6.h. the report period ending date of the C/SSR in which the latest approved OTB first appears. The Government and the contractor must agree on the terms of an OTB prior to its establishment. The contractor shall not implement an OTB without prior written approval from the Contracting Officer.

10.4 Performance Data.

10.4.1 Work Breakdown Structure (WBS) Elements. Enter in Column 1 of Block 7.a. the name of the WBS elements for which cost information is being reported. WBS elements or levels required will be those specified in the contract. Organizational categories may be used in lieu of WBS elements if the Government and the contractor agree that such categories would be more beneficial.

10.4.2 Cost of Money (COM). Enter in Columns (2) through (9) of Block 7.b. the appropriate COM figures. If COM has been included in the costs reported above, then COM will be shown as a non-add entry on this line with an appropriate notation. When a facility has two or more contracts with cost reporting requirements, the contractor shall ensure that all COM values are derived from the same accounting source.

10.4.3 General and Administrative (G&A). Enter in Columns (2) through (9) of Block 7.c. the appropriate G&A costs. If G&A has been included in the costs reported above, then G&A will be shown as a non-add entry on this line with an appropriate notation. If a G&A classification is not used, no entry will be made other than an appropriate notation to that effect.

10.4.4 Undistributed Budget (UB). Enter in Column (7) of Block 7.d. the amount of budget applicable to authorized contract effort which has not been

identified to WBS elements at or below the reporting level. Enter in Column (8) of Block 7.d. an estimate for the scope of work represented by the amount shown in Column (7) of Block 7.d. Enter the difference, if any, between Column (7) and Column (8) in Column (9) of Block 7.d. All UB must be explained in the Narrative Explanation section.

10.4.5 Subtotal - Performance Measurement Baseline (PMB). Enter in Columns (2) through (9) of Block 7.e. the totals of the distributed budgets, actuals and estimates for the WBS elements, COM, G&A and UB in Blocks 7.a. through 7.d.

10.4.6 Management Reserve (MR). Enter in Column (7) of Block 7.f. the amount of budget identified as MR as of the end of the report period. Amounts of MR applied during the reporting period will be explained in the Narrative Explanation section. MR application will be explained in terms of amounts applied, WBS elements to which applied, and reasons for application.

10.4.7 Total. Enter the sum of the direct and indirect budgets and costs in Columns (2) through (7). The total in Column (7) will equal the value in Block 6.e. unless an OTB has been implemented.

10.4.8 Data Elements. For each WBS element in Block 7.a. and the categories in Blocks 7.b. through 7.g., enter the following information where applicable:

10.4.8.1 Budgeted Cost for Work Scheduled (BCWS) (Column 2). Enter the numerical representation of the value of all work scheduled to be accomplished (in-process and complete) as of the reporting cut-off date.

10.4.8.2 Budgeted Cost for Work Performed (BCWP) (Column 3). Enter the numerical representation of the value of all work accomplished (in-process and complete) as of the reporting cut-off date.

10.4.8.3 Actual Cost of Work Performed (ACWP) (Column 4). Enter the actual costs (direct and indirect) applicable to work accomplished as of the reporting cut-off date. Actual costs and budgeted costs will be reported on a comparable basis.

10.4.8.4 Schedule Variance (Column 5). Enter the difference between the BCWS and the BCWP by subtracting Column (2) from Column (3). A negative figure indicates an unfavorable variance and should be shown in parentheses. Variances exceeding established thresholds shall be fully explained in the Narrative Explanation section.

10.4.8.5 Cost Variance (Column 6). Enter the difference between the BCWP and the ACWP by subtracting Column (4) from Column (3). A negative figure indicates an unfavorable variance and should be shown in parentheses. Variances exceeding established thresholds shall be fully explained in the Narrative Explanation section.

10.4.8.6 Budget at Completion (BAC) (Column 7). Enter the total budget identified to each WBS element listed in Column (1). Assigned budgets will consist of the original budgets plus or minus budget adjustments resulting from contract changes, internal replanning, or application of MR.

10.4.8.7 Estimate at Completion (EAC) (Column 8). Enter the contractor's latest revised estimate of cost at completion including estimated overrun/underrun for all authorized work. The estimated cost at completion consists of the sum of the actual cost to date plus the latest estimate of cost for work remaining.

10.4.8.8 Variance at Completion (VAC) (Column 9). Enter the difference between the BAC and the EAC by subtracting Column (8) from Column (7). A

negative figure indicates an unfavorable variance and should be shown in parentheses. Variances exceeding established thresholds shall be fully explained in the Narrative Explanation section.

10.5 Narrative Explanations.

10.5.1 Provide a summary analysis of overall contract performance, including significant existing or potential problems and corrective actions taken or required, to include government action where required.

10.5.2 Explain cost, schedule and EAC variances that meet variance analysis thresholds provided in the contract. Explanations of these variances must be explicit and comprehensive, and must clearly identify the nature of the problems being experienced, the impact on the total contract, and the corrective actions taken or required. See Chapter Three of the C/SSR Joint Guide for examples of variance threshold methodologies. While this DID does not require the reporting of current period cost performance data, the PM may tailor the C/SSR CDRL DD Form 1423 to require current period variance analysis.

10.5.3 Normally, the amount shown in Block 7.g. of Column (7), total BAC (also called Total Allocated Budget (TAB)), will equal the amount shown in Block 6.e., CBB. This relationship is necessary to ensure that the BCWS and the BCWP provide meaningful indicators of contractual progress. If the TAB exceeds the CBB, it is an indication that an OTB has been implemented. In this case, the contractor shall reflect in Block 6.h. the report period end date of the C/SSR in which the latest approved OTB first appeared and shall provide the following information in the Narrative Explanation section of the C/SSR in which the latest approved OTB first appeared: the reasons for the OTB; the identity of the WBS element(s) to which additional budget was added; and the approval authority for the latest approved OTB. The Government and the contractor shall agree on what OTB information will appear in subsequent C/SSR submissions. Refer to Chapter Four of the C/SSR Joint Guide for more information on OTBs.

CLASS (When filled in)

COST/SCHEDULE STATUS REPORT

DOLLARS IN

1. CONTRACTOR		2. CONTRACT		3. PROGRAM		4. REPORT PERIOD			
a. NAME		a. NAME		a. NAME		a. FROM (YYMMDD)			
b. LOCATION (Address and Zip Code)		b. NUMBER		b. PHASE (X one)		b. TO (YYMMDD)			
c. TYPE		d. SHARE RATIO		RD&E		PRODUCTION			
5. AUTHORIZED CONTRACTOR REPRESENTATIVE				c. SIGNATURE					
a. NAME (Last, First, Middle Initial)		b. TITLE							
6. CONTRACT DATA									
a. ORIGINAL CONTRACT TARGET COST		b. NEGOTIATED CONTRACT CHANGES		c. CURRENT TARGET COST (a. + b.)		d. ESTIMATED COST OF AUTHORIZED UNPRICED WORK			
e. CONTRACT BUDGET BASE (c. + d.)		f. MANAGEMENT ESTIMATE AT COMPLETION		g. VARIANCE AT COMPLETION (e. - f.)		h. OVER TARGET BASELINE DATE (YYMMDD)			
7. PERFORMANCE DATA									
ITEM (1)	BUDGETED COST			ACTUAL COST		CUMULATIVE TO DATE		AT COMPLETION	
	WORK SCHEDULED (2)	WORK PERFORMED (3)	VARIANCE (4)	SCHEDULE (5)	COST (6)	BUDGETED (7)	ESTIMATED (8)	VARIANCE (9)	
a. WORK BREAKDOWN STRUCTURE ELEMENT									
b. COST OF MONEY									
c. GENERAL & ADMINISTRATIVE									
d. UNDISTRIBUTED BUDGET									
e. SUBTOTAL (Performance Measurement Baseline)									
f. MANAGEMENT RESERVE									
g. TOTAL									

CLASSIFICATION (When filled in)

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

The reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.

1. TITLE INTEGRATED MASTER SCHEDULE (IMS)	2. IDENTIFICATION NUMBER DI-MISC-81183A
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3. DESCRIPTION/PURPOSE The IMS is an integrated schedule developed by logically networking detailed program activities. The contract Integrated Master Plan (IMP) is the foundation of the program schedule and provides a hierarchy for schedule traceability and summarization. IMP events, accomplishments, and criteria are included in the schedule to monitor progress. This information will be used to verify attainability of program objectives, evaluate the progress of the government and contractor team toward meeting the program objectives, and to integrate program schedule among all related components.
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4. APPROVAL DATE (YYMMDD) 960209	5. OFFICE OF PRIMARY RESPONSIBILITY (OPRI) F/ASC/FMCS	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
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7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID may be applied to programs which utilize the Work Breakdown Structure (WBS) during the concept exploration, demonstration and validation, engineering and manufacturing and development, and production phases. 7.3 This DID supersedes DI-MISC-81183.

APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER F7180
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10. PREPARATION INSTRUCTIONS 10.1 <u>Format</u> . This precedence logic diagram shall be in the contractor's format in the form of a network, milestone, or Gantt chart. This diagram shall be provided in digital format. 10.2 <u>Content</u> . The schedule shall contain all of the contract IMP events and milestones, accomplishments, criteria, and activities from contract award to the completion of the contract. The schedule shall be an integrated, logical network-based schedule that correlates to the program WBS, and is vertically and horizontally traceable to the cost/schedule reporting instrument used to address variances (such as Cost Performance Report (CPR), Cost/Schedule Status Report (C/SSR), etc.). It shall have a numbering system that provides traceability through the IMP and Statement of Work (SOW). It shall contain program events and milestones and definitions, summary, intermediate and detailed schedules, and periodic analysis of progress to date. It shall be possible to access the information by product, process, or organizational lines. Descriptions of the key elements are as follow: 10.2.1 Program milestones and definitions. Key programmatic events defined by IMP, the contracting agency or weapon system contractor which define progress and completion in each WBS element along with the definition for successful completion of the milestone. 10.2.2 Summary master schedules. A graphical display of top-level program activities and key events and milestones of the IMP which depict major work activities in an integrated fashion at the summary level of the WBS, e.g. level 1-3 of the WBS. 10.2.3 Intermediate schedules. A graphical display of top-level program activities and key milestones which includes all associated accomplishments of the IMP, traceable to the WBS element as necessary to display the work effort at the intermediate level of summarization, e.g. level 3-5 of the WBS as appropriately tailored.

DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

Block 10, Preparation Instructions (Continued)

10.2.4 Detailed Schedules. A graphical display of detailed activities and milestones which depict work activities in a particular work breakdown structure element, to include the criteria associated with each accomplishment of the WBS element as well as any additional activities necessary to display the work effort to detailed WBS levels; e.g. level 4-8 of the WBS as appropriately tailored.

10.2.5 Periodic Analysis. A brief summary which identifies progress to date, variances to the planned schedule, causes for the variance, potential impacts and recommended corrective action to avoid schedule delays. For each program activity planned, forecasted and actual completion dates shall be reported. The analysis shall also identify potential problems and a continuing assessment of the network critical path. Thresholds for impact reporting shall be identified on the DD Form 1423, CDRL.

10.2.6 Integrated Program Network. Logical diagram of all activities in the program. The key elements of the integrated network to be constructed in the diagram are as follow:

- a. Milestone or event - A specific definable accomplishment in the program/project network, recognizable at a particular point in time. Milestones are numbered and may be contained within an activity box.
- b. Activity or task - A time consuming element, e.g. work in progress between interdependent events, represented by an activity box.
- c. Duration - Planned length of time needed to accomplish an event/activity.
- d. Constraint - A line that defines how two activities or events are logically linked. It can take up to four (4) forms:
 - (1) FS (finish to start) - An activity must finish before another can start.
 - (2) SS (start to start) - An activity depends on the start of another activity.
 - (3) FF (finish to finish) - One activity cannot finish until another activity is finished.
 - (4) SF (start to finish) - An activity cannot finish until another activity starts.
- e. Slack or float - Extra time available on an activity before it will impact an activity on the critical path.
- f. Lag - The delay or wait period between two tasks.
- g. Critical path - A sequence of activities in the network that has the longest total duration through the program or project. Activities along the critical path have zero or negative slack/float. It should be easily distinguished on the report formats; e.g. a thick line, patterned or in red ink. This should be calculated by computer-based software.
- h. Target start (TS) - A program defined date of when an activity should start. This is an operator defined date rather than a computer-calculated date.
- i. Target complete (TC) - A program defined date of when an activity should finish. This is an operator-defined date rather than a computer-calculated date.
- j. Actual start (AS) - Actual start date of an activity.
- k. Actual finish (AF) - Actual finish date of an activity.
- l. Early start (ES) - The earliest start date an activity can begin the precedence relationships. Computer-calculated data.
- m. Early finish (EF) - The earliest finish date an activity can end. Computer-calculated date.

Block 10, Preparation Instructions (Continued)

n. Late start (LS) - The latest start date an activity can start without delaying the program or project target completion date. Computer-calculated date.

o. Late finish (LF) - The latest date an activity can have without affecting the program or project target completion date. Computer-calculated date.

p. Percent complete (PC) - Actual progress of an activity from its start to its finish.

10.3 Master integrated program schedule. It shall display all of the proposed program activities, events, and milestones from contract award to the completion of the contract.

10.4 Descriptive titles. Activities, tasks, events, and milestones shall be labeled with a brief descriptive title, numbered or coded and contain time constraints (e.g. durations, TS, ES, EF, LS, etc.). Standard abbreviations may be used to conserve space. Descriptive titles used on activities, events, and milestones shall be identical on all program schedules. A legend shall be provided to aid in ease of reading the schedules.

10.5 Schedule risk. The schedule shall include a description of the approach that will be taken to limit the schedule risks identified as a result of the contractor's risk assessment. Risk shall be defined considering impact on cost and technical performance and assessing the probability of schedule change. Additionally, technical performance measurement tasks and their correlation with contractual cost/schedule elements permit assessment of the program effort in terms of the schedule as well as cost of work increments. As technical performance measurement tasks, as well as cost reviews, reveal potential impacts to the schedule these risks will be identified.

10.5.1 Schedule risk assessment (SRA). Optimistic, pessimistic, and most likely durations for each MIPS activity/task and milestone/event shall be provided as the basis for determining the probability of meeting schedule dates. The government will assess the durations and use an appropriate cumulative probability (0-100%) for the chosen milestones to determine expected completion dates.

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

TITLE

2. IDENTIFICATION NUMBER

TEST PROCEDURE

DI-NDTI- 80603

3. DESCRIPTION/PURPOSE

3.1 The test procedure identifies the step-by-step testing operations to be performed on items under going developmental, qualification, or acceptance testing. It identifies items to be tested, the test equipment and support required, the test conditions to be imposed, the parameters to be measured, and the pass/fail criteria against which the test results

(continued on page 2)

4. APPROVAL DATE
(YYMMDD)

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

880601

G/T2137

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the contract.

7.2 This DID is applicable to contracts requiring tests to be performed for the purpose of developmental or environmental evaluation, acceptance testing, and item qualification testing.

7.3 This DID supersedes DI-T-5248 and DI-T-5301

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

G4428

10. PREPARATION INSTRUCTIONS

10.1 Format Requirements. The test procedure shall be in the contractor's format on 8 1/2 x 11 inch paper.. It shall be bound in such a manner that pages may be removed or inserted without damage or mutilation.

10.2 Content requirements. The test procedure shall contain the following:

10.2.1 Front matter.

10.2.1.1 Cover and title page. The following information shall be included on the cover and title page:

- a. Date of issue.
- b. Revision date (If applicable).
- c. Procedure document identification number.
- d. Contract number.
- e. Contractor's name and address.
- f. Type of procedure, including purpose (e.g., first article test, developmental evaluation, qualification, environmental (specify), acceptance, or other).
- g. Identification of the system, subsystem, or equipment to be tested.
- h. Security classification (if applicable)

(continued on page 2)

DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release, distribution is unlimited.

Block 3. DESCRIPTION/PURPOSE

will be measured. The document is a compilation of individual test procedures for related elements of a system, subsystem, or equipment.

Block 10. PREPARATION INSTRUCTIONS (continued)

10.2.1.2 Record of changes. A record of change pages shall be included to provide for tracking of changes to the test procedures.

10.2.1.3 Table of contents. A table of contents is required when more than one test procedure is included in the test procedures document. It shall identify the page location of each procedure number, procedure title, and related equipment nomenclature.

10.2.2 Body of document. For each test procedure, the following information is required:

10.2.2.1 Procedure number. Each procedure shall have an unique number assigned to it.

10.2.2.2 Title of procedure. The title should relate to the purpose of the test.

10.2.2.3 Introduction. The following shall be addressed in the introduction:

10.2.2.3.1 Purpose of test. (As specified in the contract tasking document.)

10.2.2.3.2 System, subsystem, or equipment to be tested. The following identification information shall be provided:

- a. Nomenclature
- b. Model or part number.
- c. Type of test item (prototype, production item, laboratory model, etc.)
- d. Applicable specification.

10.2.2.3.3 Test requirements. Includes the following, each related to the prescribing contract requirement paragraph (specification, standard, plan, or work statement).

- a. Required tests, and parameters to be measured.
- b. Performance requirements, acceptance or compliance limits, and environmental criteria.

10.2.2.3.4 Referenced documents. A list by title, number, date, and source of those documents cited in the test procedure.

Block 10. PREPARATION INSTRUCTIONS

10.2.2.4 Required test equipment. Includes the following for each piece of test equipment required to perform the procedure:

- a. Nomenclature.
- b. Use of test equipment.
- c. Model Number (if applicable).
- d. Manufacturer (if mandatory).
- e. Accuracy and calibration requirements.
- f. Range or spectrum of measurements required.

10.2.2.5 Table of tests. This table lists each test performed under the procedure in the sequence it is to be performed, identified to the procedure paragraph and the related specification/contract requirement.

10.2.2.6 Step-by-step procedure. The following shall be included for each step of the test procedure:

- a. Test set-up diagrams, including test equipment connections.
- b. Input and output instrumentation points.
- c. Test item operating limits and test conditions to be imposed.
- d. Performance parameters to be measured.
- e. Step-by-step operations to obtain the required data.
- f. Caution and safety warnings as appropriate.

10.2.2.7 Data sheets. Data sheets shall be included with the procedure, or be separately attached at the end of all procedures. They shall provide for:

- a. Identification of item tested, including model and serial numbers.
- b. Recording of test measurements.
- c. Identification of required or objective performance values, with tolerances.
- d. Identification of applicable procedure paragraph.
- e. Date of test.
- f. Signature of technician or inspector performing the tests.

10.2.2.8 Support requirements. Any special support requirements would be included in this section, such as:

- a. Use of special facilities or test ranges.
- b. Personnel requirements (numbers, types, qualifications).
- c. Unusual electrical, hydraulic, pneumatic, etc. requirements.
- d. Support equipment requirements.

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A. CONTRACT LINE ITEM NO. 1005, 1007, 1015, 1104, 1108, 1213		B. EXHIBIT A		C. CATEGORY: TDP		TM		OTHER MGMT					
D. SYSTEM / ITEM C-17 ATS			E. CONTRACT / PR NO. F33657-01-D-2074 0002			F. CONTRACTOR Boeing							
1. DATA ITEM NO. A011		2. TITLE OF DATA ITEM Program--Unique Specification Documents				3. SUBTITLE							
4. AUTHORITY (Data Acquisition Document No.) DI-SDMP-81493/T			5. CONTRACT REFERENCE 3.1.1, 3.2.1.3			6. REQUIRING OFFICE ASC/YWMA-EN							
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED D		10. FREQUENCY ASREQ		12. DATE OF FIRST SUBMISSION BLK16		14. DISTRIBUTION b. COPIES					
8. APP CODE				11. AS OF DATE		13. DATE SUBSEQUENT SUBMISSION BLK16		a. ADDRESSEE					
16. REMARKS Block 4: a. DI-SDMP-81493 is appended to this CDRL. b. Contractor format is acceptable. c. The Program Unique specification is the Configuration Item Specification.						YWMA-CM		Draft		Reg		Repro	
						AMCAOS		000		000		001	
						TSSC		000		000		001	
						TOTAL						0	
G. PREPARED BY BRUCE RINKER C-17 ATS Configuration & Data Mgr.				H. DATE 19 Dec 2002		I. APPROVED BY Lou Schwieterman Program Manager				J. DATE 19 Dec 2002			

DATA ITEM DESCRIPTION

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1. TITLE

PROGRAM-UNIQUE SPECIFICATION DOCUMENTS

2. IDENTIFICATION NUMBER

DI-SDMP- 81493

3. DESCRIPTION/PURPOSE

3.1 A program-unique specification document contains functional and performance requirements and, where applicable, design solutions for systems, items, software, processes, and materials developed and manufactured for use with a single system, product, or application. Requirements are stated, as applicable, in terms of required results: the environment in which it must operate; interface, and interchange characteristics; materials to be used; how the item is to be fabricated or constructed; and criteria for verifying compliance. Program-unique specification documents are intended for reference in contracts.

4. APPROVAL DATE
(YYMMDD)

950822

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

SO

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP

7.1 This data item description (DID) contains the content and format preparation instructions for program-unique specification documents, and for revisions thereto, described in MIL-STD-961.

7.2 This DID should not be invoked for items used in multiple systems, products, or applications. In multiple application cases, specification documents should be prepared in accordance with DI-SDMP-81464 and DI-SDMP-81465.

(Continued on Page 2)

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

D7163

10. PREPARATION INSTRUCTIONS

10.1 Reference documents. The applicable issue of the documents cited herein, including their dates, and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.

10.2 Format and content. Format and content for program-unique specification documents, and revisions to program-unique specification documents, shall be in accordance with section 4 and the appendix of MIL-STD-961.

DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

TM86-01/T

AIR FORCE

CONTRACTOR LOGISTICS SUPPORT MANUAL

CONTRACT REQUIREMENTS

TM-86-01/T

Completed by ASC/YWMA (Logistics)
(2240 B Street, Room 231, Wright-Patterson AFB OH 45433-7111)
(937) 255-7188)

22 January 1999

C-17
AIRCREW TRAINING SYSTEM (ATS)
(Program/Modification/Weapon System)

ATTACHMENT TO A012

REQUEST FOR PROPOSAL/CONTRACT

Contractor Logistics Support Manuals and Contractor
data requirements contained herein have been cleared
for use by OMB No. 0704-0188

CONTRACTOR LOGISTICS SUPPORT MANUAL CONTRACT REQUIREMENTS

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CONTRACTOR LOGISTICS SUPPORT MANUAL CONTRACT REQUIREMENTS

SECTION 1

GENERAL REQUIREMENTS

1.0 [T] General. This CLSM Contract requirement was prepared to fully describe statement of work criteria, delivery instructions, applicable approved standards and specifications, and generic tailoring of the approved specifications and standards for the development and acquisition of CLS manuals and contractor data for this contract. It has been tailored by ASC/YWM to add, change or delete requirements specifically for the C-17 training devices program. Supplemental (added) and tailored paragraphs are identified respectively with the suffixes [S] or [T] to the paragraph number.

1.0 [S] Technical Publications Requirements. The contractor shall establish and maintain a technical publication program. This program is to assure the timely, adequate and accurate preparation, update and delivery of the Technical Data Package (TDP) required for operation and maintenance of the training system.

1.1 CLS Manuals (CLSMs) and Contractor Data Availability. It is of vital importance that complete technical data be available when any weapon system/equipment is placed into service. This includes CLSMs and data for the repairable components and support equipment of any system or end item. The term "CLSM" is used throughout this document to denote commercial manuals and other forms of contractor data.

1.1 [S] CLSMs Intended Use. Technical manuals acquired in accordance with this document are the only official medium for disseminating technical information, instructions and safety procedures for the operation, installation and maintenance of Air Force equipment and materials.

1.2 [T] Order of Precedence. In the event of a conflict between the text of this document and the references herein, the text of this document shall take precedence.

1.3 [T] Format and Content. CLSMs delivered by the contractor shall be formatted in accordance with best commercial practices. MIL-HDBK-1221 shall be used to assist in the evaluation of data procured under this contract.

1.4 CLSM Delivery Media

1.4.1 [T] In-Process Review (IPR) Copies. Copies of Preliminary CLSMs (PCLSMs) provided or delivered for review at IPRs may be bond paper or computer paper; however, electronic media is preferred.

1.4.2 DELETED.

1.4.3 [T] Urgent/Emergency Changes. Interim safety or operational supplements and interim urgent action or immediate action CLSMs shall be provided by electronic mail, facsimile transmission, telephone or other rapid means.

1.5 [T] Management and Authorization. The management agency for CLSMs during acquisition is the Technical Manual Acquisition Manager (TMAM), ASC/YWM. The TMAM is the acquiring activity authorized to coordinate, prepare or suggest changes to the CLSM requirements and distribution specified by this contract. Changes to requirements and distribution shall be made only with the specific approval of the ASC/YWMA Contracting Officer (CO).

1.6 [T] Approval. CLSM approval is accomplished through validation and/or certification by the contractor and acceptance and review by the government. Validation may be witnessed by government representatives. The government review will determine if the CLSMs are adequate to support recompetition of the CLS contract.

1.6.1 [T] Validation. The contractor shall review, inspect and test the technical accuracy and adequacy of all CLSMs and Time Compliance Technical Manuals (TCTMs) to be supplied hereunder, using said CLSMs and approved standard/special tools, test equipment, etc., specified by said CLSMs. The Government reserves the right to witness the validation.

1.6.1.1 Validation Requirements. Validation entails the actual performance by contractor personnel of all operating and maintenance (O&M) procedures. Validation includes revalidation of modified procedures and new procedures developed during modification programs. The witnessing official may require that the contractor stop validation or revise and repeat validation steps if this official believes the contractor validation procedure is not adequate to substantiate the technical accuracy of the CLSM. Any temporary interruption of validation procedures or performance of revised or repeated validation steps under the terms of this provision shall be accomplished at no additional cost to the Government.

1.6.1.1.1 [T] Validation by Performance. All O&M procedures, including but not limited to system and support equipment operation and maintenance including checkout, calibration, alignment, disassembly and reassembly instructions for scheduled/unscheduled removal and replacement instructions and associated checklists shall be validated by actual performance. In exceptional cases when damage to system/equipment or injury to personnel may occur and if approved by the TMAM, validation of these instructions may be by simulation (paragraph 1.6.1.4.2).

1.6.1.1.2 Validation by Analysis. All other data such as source codes in Parts Lists, schematic diagrams, wiring data and descriptive data contained in CLSMs shall be checked against current source data (Desk-Top Analysis).

1.6.1.2 DELETED.

1.6.1.3 Security Classification. Contractor personnel will refer to the applicable Security Classification Guide (SCG) or DD Form 254 during validation to determine if any classified data has been included.

1.6.1.4 [T] Validation Methodologies. Validation can take any one or a combination of three acceptable methodologies for accomplishment, depending on the type of equipment or instructions being demonstrated. Validation of performance/task type procedures by simulation must be approved by the TMAM or his designated representative.

1.6.1.4.1 [T] Performance. Actual performance on production hardware or government-approved facsimile is the accepted means to validate most performance-type tasks. These tasks require availability of the production configured hardware, support equipment, and in some cases, use of Air Force facilities and equipment to accomplish.

1.6.1.4.2 Simulation. In some instances, actual hands-on performance of procedures duplicates similar tasks already demonstrated or needlessly subjects equipment to damage (for example, activates one-time explosive devices). For these cases "simulating" the procedures, by observing the equipment in its operational configuration, while studying the task to ensure that it is logical, effectively descriptive and can be accomplished, is an acceptable validation.

1.6.1.4.3 Desk-Top Analysis. All CLSMs require a review to ensure compatibility with engineering and Logistics Support Analysis (LSA) source materials, accuracy of descriptive data and compliance with contract specifications, grammatical rules and format. Analysis is the only practical way of validating certain portions of the CLSM, such as theory of operation, introduction, etc.

1.6.1.5 [T] Validation Change Incorporation. Validation of operational and maintenance procedures in PCLSMs shall be accomplished in time to incorporate changes by the CLSM need date. Initial operational and maintenance procedures that cannot be validated for lack of time, production configured hardware, support equipment, etc., shall be validated as soon as the constraint is removed, and shall not be used for operation or maintenance of the end item until validated.

1.6.1.6 Validation Scheduling. Scheduling of manuals to be validated should be by system or by component and should be consonant with scheduled attainment of operational capability.

1.6.1.7 DELETED

1.6.2 [T] Certification. In some cases, commercial manuals or portions thereof may have already been validated or proven in use, such as certain commercial operations and maintenance manuals. In lieu of validation, with the approval of the TMAM, the contractor may certify existing commercial manuals and data as current and accurate, previously validated.

1.7 DELETED

1.8 [T] Inspection and Acceptance. Inspection and acceptance of the CLSMs and reproduction media furnished will be performed at destination by the Government activity having cognizance over the contractor involved, unless otherwise specified in the contract. The TMAM or designated representative is responsible for inspection and acceptance of other deliverables required by this CLSMCR.

CONTRACTOR LOGISTICS SUPPORT MANUAL CONTRACT REQUIREMENTS

SECTION 2

SPECIFIC REQUIREMENTS

2.0 General. This section governs the type, contents, changes, corrections, printing, distribution and delivery of CLS manuals (CLSMs). The term CLSM includes manuals, pamphlets, engineering drawings, parts lists, etc.

2.1 [T] Contractor Logistics Support Manuals. CLSMs and contractor data identified shall contain all data required to operate, maintain and support the training system.

2.1.1 DELETED

2.1.2 [T] CLSM Numbering. The contractor shall develop and employ a numbering system for control of the technical data contained in the technical data package. The first positions of the numbering system shall identify the system to which the data applies. The rest of the numbers (up to 18 total) may be formatted as the contractor desires. (See figure 1). Final approval of the numbering system will be provided by the government at the guidance conference.

2.1.3 [T] Identifying Technical Publication Sheet (ITPS). The contractor shall provide an ITPS as a cover or title page for every manual developed in the technical data package, including Commercial-Off-The-Shelf (COTS) manuals. The ITPS shall contain the following information as a minimum: (See Figure 2)

- a. Manual number assigned.
- b. Equipment part or type number.
- c. Weapon system being supported.
- d. Nomenclature of equipment.
- e. Distribution statement (N/A for unmodified COTS manuals).
- f. Foreign disclosure statement (if required).
- g. Date of basic manual.
- h. Number and date of latest change incorporated.

2.1.3.1 Distribution, Destruction, Disclosure, and Export Control Notices. These notices will be applied to all newly-developed technical documentation (including CLSMs, changes, revisions, COTS manual supplemental data, and source data) produced or provided under the terms of this contract. The provisions of DODD 5230.24 apply. (See Figure 2)

2.1.3.2 Copyrights. COTS manuals, other commercial-format manuals, manuals written to military specifications specifically for the government, and supplemental data to these manuals may contain copyrighted information. The contractor shall agree and does grant to the government, upon submission of the manuals for review and acceptance by the government, a royalty-free, non-exclusive and irrevocable license to use, modify, reproduce, release or disclose the technical data in whole or in part, in any manner and for any purpose whatsoever and to have or permit others to do so. The copyright notice must include a statement showing the Government's copyright license pursuant to the DFARS, Clauses 252.227-7013 and 252.227-7018.

2.1.3.2 [S] Limited Rights. A commercial manual may contain copyrighted information. The contractor shall agree and does grant to the Government, upon submission of the manual for review and acceptance of the manual by the Government, a royalty free, non-exclusive and irrevocable license to reproduce all data in the manual covered by the copyright. This grant is limited so that such data may not be released outside the Government.

2.1.3.3 [T] List of Effective Pages. The back of the ITPS shall be a "List of Effective Pages (LEP)", and will contain a history of all changes which have been made to the manual since its acceptance by the government, exclusive of COTS manuals. (See Figure 3)

2.1.4 [T] Application to Subcontractors/Vendors. The prime contractor shall ensure that all applicable requirements of this contract are levied on all vendors and/or subcontractors. The prime contractor shall ensure that vendors/subcontractors furnish operation and maintenance information applicable to the equipment being acquired, including changes and/or revisions, for inclusion of such information in the applicable CLSMs. When a subcontractor is to prepare certain weapon system CLSMs, such as maintenance or test manuals, the prime contractor shall supply required interface data.

2.1.5 Obtaining GFAE/GFE Data. The contractor/integrating contractor shall obtain all data for Government-Furnished Aeronautical Equipment/Government Furnished Equipment (GFAE/GFE) required for integration into the end item CLSM from the manufacturers of the GFAE/GFE. Existing commercial manuals and Air Force Technical Orders shall be used to the maximum extent possible to avoid duplication of effort. TO 00-5-2, Technical Order Distribution System, provides instructions for obtaining TOs, including indexes of existing TOs.

2.1.6 Duplication of Data. The contractor shall insure that requirements contained herein do not duplicate CLSM data already developed or generated by other tasks or data requirements on the CDRL. These data, i.e., LSA Records, engineering and training support data, etc. shall be used to the maximum extent possible for development of CLSMs or deliverable source data.

2.1.7 Classification of CLSMs. The contractor shall classify CLSMs in accordance with the security classification guide (SCG) provided by the acquiring activity. On programs that do not have an SCG, the DoD Contract Security Classification Specification, DD Form 254, will be used. Each change or revision of the SCG or DD Form 254 shall be reviewed by the contractor to determine if the classification of the manuals has been affected. Each time a change or revision is issued to a classified manual, the security classification shall be reviewed by the contractor. As a minimum, manuals for which the contractor has Originating Agencies Determination Required (OADR) shall be reviewed annually. When authorized by the acquiring activity, the contractor shall immediately change CLSMs as required by the upgrading or downgrading of classified information.

2.1.8 DELETED

2.1.8.1 DELETED

2.1.8.2 [T] Deviation and Waiver Procedures. If changes to the requirements of invoked commercial specifications are necessary or desirable, the contractor shall submit a request for deviation or waiver to the TMAM, through the CO. Each request for deviation or waiver must be accompanied by an objective justification and an evaluation of the impact on: (1) time and material for the users; (2) life cycle cost of the publication and equipment covered by the publication; and (3) acquisition cost. Requests for deviation or waiver without justification and evaluation comments will not be approved.

2.1.9 [T] Preliminary CLS Manuals (PCLSMs) for In-Process Reviews (IPRs). The Contractor shall develop PCLSMs in limited quantities to review during in-process reviews. These PCLSMs shall be prepared from Logistics Support Analysis (LSA) data, engineering data, and other data developed during research and development. PCLSMs shall be technically edited and approved by contractor engineering, but may be in single-column, single-sided, double-spaced, computer or electronic format, and may contain voids and photographs and/or art boards. This exception does not apply to existing commercial manuals, but does apply to any modifications or updates thereto.

2.1.9 DELETED

2.1.9.1 PCLSMs for Prepublication Review. The contractor shall prepare copies of all manuals developed under this contract for final review and approval prior to reproduction and distribution. These Prepublication review copies shall be in final format and contain all required data, including all validation comments and corrections.

2.1.9.2 Validation Status Page (VSP) Requirements. If for any reason a manual cannot be completely validated prior to delivery, a VSP identifying all paragraphs/procedures still requiring validation shall be inserted immediately following the List of Effective Pages (LEP). Columns shall include Procedure/Paragraph Number, Method of Validation, Date Validated or Certified, and Remarks as a minimum. The VSP(s) shall be numbered VS-1, VS-2, etc. At the first opportunity, paragraphs/procedures shall be validated by field-level contractor technicians, witnessed by Air Force Quality Assurance (QA) representatives. Both parties shall document any discrepancies and forward them to the contractor for incorporation in the manual during the next update. The VSP shall be annotated with the completion date and all users notified by the contractor. (See Figure 4)

2.2 [T] Commercial-Off-The-Shelf (COTS) Manuals. COTS manuals shall be evaluated by the contractor to the criteria of MIL-HDBK-1221 to determine their acceptability for Air Force use. The contractor shall include recommendations for supplemental data, when required, for each COTS manual.

2.2.1 [T] COTS Manual Initial Evaluation. The contractor shall evaluate vendors and subcontractors of COTS equipment to ensure COTS manuals will be made available with adequate technical content. If adequate COTS manuals are not available from one subcontractor or vendor, the prime contractor shall evaluate alternate sources for the COTS equipment, or recommend the most cost-effective alternatives to provide long-term maintainability of the equipment acquired.

2.2.2 COTS Manual Supplemental Data. When the COTS manuals do not meet the content requirements of MIL-HDBK-1221, or the contractor has modified the COTS equipment, a supplement must be developed to provide the additional or modified data. New data provided in supplements must be validated by the contractor LAW paragraph 1.6.1. COTS manuals shall be updated, changed or revised to reflect all configurations of hardware/ software delivered to the government, and shall be maintained current during the period of performance or fiscal year covered by this contract.

2.2.3 DELETED

2.2.4 COTS Manual Numbers. An approved COTS manual shall be identified by an assigned number (paragraph 2.1.2). When multi-manuals are furnished, the contractor may assign more than one number to the set, i.e., one for the operation manual, one for the maintenance manual and one for the parts identification manual.

2.2.5 DELETED

2.3 [T] Changes/Revisions/Supplements. The contractor shall prepare changes/ revisions/supplements to CLSMs specified herein as required.

2.3.1 [T] Changes. A change is used to correct existing errors or omissions in the text, to include additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the CLSMs. Changes may result from internal or external manual reviews, Engineering Change Proposals (ECPs), Time Compliance Technical Manuals (TCTMs), and publication deficiency reports. ECPs and TCTMs must be approved by the acquisition agency Configuration Control Board (CCB) prior to implementation. The requirements for changes to be furnished does not authorize deletion of existing information, except when such changes reflect correction of typographical errors, misstatements, procedures, parts identification, rescission of TCTMs, etc. Changes shall be prepared in the same style and format as the basic manual.

2.3.1.1 Routine Changes. The contractor shall furnish routine changes (as required) throughout the period of the contract. The cost of the original material shall be considered to cover such changes. Acceptance of the initial data by the government in no way relieves the contractor of the requirement to submit these changes.

2.3.1.2 Class I (Major) and Class II (Minor Hardware Configuration) Engineering Change Proposal (ECP) Changes IAW MIL-STD-973. The contractor shall submit changes and/or revisions to reflect Government approved configuration, design and modification changes to the production articles. The cost of changes as a result of Class I ECPs, being undetermined at the start of the contract, shall be negotiated as they are required, either as a part of the applicable ECP or as otherwise agreed upon. The cost of Class II-caused changes shall be covered by the routine change program.

2.3.1.3 CLSM Changes Resulting From Warranty Changes. The contractor shall develop CLSM changes/change data to reflect configuration, design and modification changes to production hardware and software accomplished under the terms of the contract warranty. These changes will not be separately costed.

2.3.1.4 Emergency and Urgent CLSM Changes. When required, the contractor shall develop, prepare, coordinate and distribute Emergency and Urgent CLSM changes. These changes shall be distributed by electronic media (if required) to ensure receipt with 24 hours for Emergency or 48 hours for Urgent changes.

2.3.1.5 DELETED

2.3.2 Revisions. A revision is a new edition of an existing CLSM including all previous and current changes, supplements, and new data resulting from approved production changes in equipment configuration. A revision is normally required when the usability of the CLSM has been affected.

2.3.3 Supplements. Supplements are used in situations where formal change pages are not suitable or practical. For example, when time and circumstances do not permit issuance of formal changes to effect concurrency of CLSM data, or to add missing data to COTS manuals.

2.3.4 [T] Supplemental Manuals. The contractor shall furnish supplemental manuals, when required, in the same style and format as the basic manuals. The supplemental manual shall contain operations and maintenance instructions not included in the basic manual, and the ITPS shall be annotated "This manual incomplete without manual number XXXXXX-XXXXX". Supplemental manuals differ from supplements in that they are assigned a separate number (usually a -1 after the basic manual number) and are not incorporated into the basic at a later date. The purpose of a supplemental manual is to segregate classified from unclassified data, enable technical data to meet the maintenance requirements of the program when commercial data is inadequate or to provide data when the commercial equipment has been modified.

2.3.5 DELETED

2.4 Reproduction and Distribution. Reproduction and distribution shall be accomplished in accordance with the following.

2.4.1 CLS Manuals. The contractor shall distribute CLSMs as required to fulfill the terms of the CLS contract.

2.4.2 Distribution of Air Force TOs. The contractor will not distribute any Air Force TOs except to addresses listed on AFTO Forms 273, Technical Order/CPIN Initial Distribution (for Unclassified TOs/CPINs) or AFTO Forms 274, Initial Distribution Label (for Classified TOs), or according to instructions furnished by the acquiring activity.

2.4.3 [T] Retention of Reproduction Media. Reproduction media referred to herein include all reproduction media generated by the contractor under the provisions of the contract. The contractor is authorized to retain reproduction media resulting from these requirements to facilitate preparation of future changes or revisions and for use on other Air Force contracts. This will be accomplished subject to the following conditions: (1) that no cost to the Government shall be incurred by such storage or delivery upon request; (2) storage provisions shall provide ample protection, and (3) the contractor shall at any time deliver the reproduction media to the Air Force upon request or 60 days after expiration of the contract, unless otherwise requested by the government and agreed to by the contractor. Acceptance by the cognizant Government inspector of the reproduction media called for herein shall be considered as evidence of delivery as required by this contract notwithstanding the fact that physical delivery of the media may not actually be effected because of the authorized retention and storage arrangements set forth herein. A copy of the master reproduction package shall be delivered to the prime Air Logistics Center if so directed by the TMAM.

2.4.3.1 [T] Retention of Source Media. Unless otherwise specified by the prime ALC, through the TMAM, the contractor may dispose of any board art or other source media once the master reproducible have been prepared and secured for use.

2.5 [T] Conferences, Reviews and Inspections. Prior to the preparation of the reproduction media, any coordination conferences, reviews and inspections of text and illustrations for determining preparation progress, technical accuracy, adequacy, and currency of security classification may be held at the contractor's, subcontractor's, vendor's, or government facility as determined by the TMAM. The contractor shall schedule these meetings through the TMAM so that all necessary changes and corrections to concerned manuals may be accomplished in time to meet contract delivery schedule requirements. The contractor shall include dates for scheduled reviews to provide a minimum of 45 calendar days notification to participating activities.

2.5.1 [T] Guidance Conference. Working through the TMAM, the contractor shall coordinate and host the initial guidance conference within 60 calendar days of the award of the contract directing CLSM development. If additional guidance conferences are required they shall be scheduled as mutually agreed to by the contractor and TMAM. Qualified contractor writers and engineering personnel will attend the guidance conference(s). The TMAM and contractor will co-chair the guidance conference(s), and the contractor shall present a briefing

on their interpretation of the basic contract, statement of work, CDRLs, data item descriptions, specifications, this document and the planned preparation and delivery of the CLSMs and related data. When required by CDRLs on the contract, the contractor shall present the TM Publications Plan (TMPP), TM Status and Schedules (TMSS), TM Quality Assurance (TMQA) Plan and/or TM Validation Plan for review and approval by the TMAM.

2.5.2 [T] In-Process Reviews (IPRs). The contractor and the TMAM shall conduct IPRs to ensure that manuals are being prepared in accordance with the contract and cited specifications. IPRs shall be held at the 50% and 80% completion of individual CLSMs or by grouping of system/component CLSMs. The 50% review may be accomplished via mail or electronic media. Additional IPRs may be required based on the contractor's or government's evaluation of the CLSM development process or the criticality/complexity of the material covered. Safety procedures identified by the TMAM shall require a 100% IPR. The TMAM has final approval authority of the frequency and timing of IPRs.

2.5.3 DELETED

2.5.4 [T] Prepublication Reviews. The contractor shall host and co-chair Prepublication reviews with the TMAM. These reviews are a final check of the PCLSMs to ensure that they meet all contractual requirements and that all validation comments and corrections have been included.

2.6 [T] Delivery Requirements. Delivery requirements shall be in accordance with the CDRL.

2.6.1 DELETED.

2.6.2 Delivery Dates.

Each request or order from the Government will include a required delivery date. When this date cannot be met, the contractor shall request an extension from the CO, at least 60 workdays prior to the original date. The request shall contain an explanation why the delivery date cannot be met and a contractor recommended amended delivery date. This provision does not constitute authorization for the contractor to deviate from the delivery requirements set forth in the contract schedule.

2.6.3 [T] PCLSMs. IPR and Prepublication Review copies of PCLSMs shall be delivered as specified by the TMAM.

2.6.4 DELETED.

2.6.5 [T] List of Applicable Publications (LOAP). The contractor shall submit a preliminary LOAPs sixty (60) days prior to delivery of the first operational system/equipment.

2.6.6 Reproduction Media. When directed by the CO, the contractor shall deliver a copy of the reproduction media to the prime ALC or other government agency within 60 days of notification.

2.6.7 Changes and Revisions.

2.6.7.1 [T] Safety. The contractor shall incorporate changes to correct errors affecting safety immediately when the facts become known.

2.6.7.2 [T] Class I (Major) and Class II (Minor Hardware Configuration) ECP Changes. The contractor shall incorporate CLSM changes/revisions/supplements/source data covering Class I and Class II equipment changes 30 days before delivery of the first production item affected.

2.6.7.3 [T] CLSM Maintenance. The contractor shall incorporate routine changes/revisions as required.

2.6.8 [T] Final Delivery. Upon submittal of the final reproduction media at the termination of the CLS contract, the contractor shall certify in the transmittal document that all known and contractually required improvements have been incorporated and they completely cover the equipment as produced. A copy of the transmittal document shall be forwarded to the TMAM and to the prime Air Logistics Center.

2.7 [T] Time Compliance Technical Manuals (TCTMs).

2.7.1 [T] TCTM Development. When directed by the CO, the contractor shall develop and furnish TCTMs. Requests for preparation and costs of such manuals, as well as any costs resulting from changing other affected CLSMs, will be incorporated in the contractual instruments approving the TCTM. This includes source data for interim TCTMs that will be distributed.

2.7.1.1 [T] TCTM-Related CLSM Change Development. The contractor shall prepare changes/change data to update all CLSMs whose contents are affected by TCTM modifications.

2.7.2 DELETED

2.7.3 [T] TCTM Review and Approval. After validation and/or contractor proto-typing, the contractor shall furnish preliminary copies of TCTMs as directed by the TMAM for review, and approval, prior to preparation of reproduction media.

2.7.4 [T] TCTM Delivery. The contractor shall use a "Bill of Materials" to pack with each TCTM kit. When specified by the AFLC, include a copy of the TCTM in each kit. The contractor shall deliver immediate and urgent action TCTMs as soon as the information is available. Routine TCTMs shall be delivered within 90 days of approval.

2.7.4 [S] Technical Manual Page Supplements (TMPS). The changes or revisions to technical manuals in support of modification will normally be a two step requirement. Initially the "After" data is added in the form of TMPS and the CLSM reflects "Before and After" data. After the modification program is complete and the TMPS have been validated a change is issued for the CLSM and the TMPS are removed. The TMPS shall be delivered with the modification kit and carry the same manual number with a unique suffix for each TMPS package and be serial number controlled.

2.7.4 [S1] TMPS Format. TMPS shall be printed on colored paper with the supplemental information printed on the insert page facing the information to be supplemented or changed. The supplemental information shall be located in the same location on the page as the information being supplemented or changed. The Title Page of the TMPS shall contain the statement "This Technical Manual Page Supplement supplements CLSM XX-XXXX-XX dated DD MMM YYYY.

2.8 Technical Data Package (TDP) Definitions.

2.8.1 Master TDP. A complete set of technical data covering all aspects of the Contractor Logistics Support program. The Master TDP shall be used for reproduction only, not for day-to-day operations and maintenance.

2.8.2 TDP. A complete set of technical data used for operations and maintenance of the weapon system.

2.8.3 Tailored TDP. A set of technical data for use at a site where limited operations or maintenance will be performed.

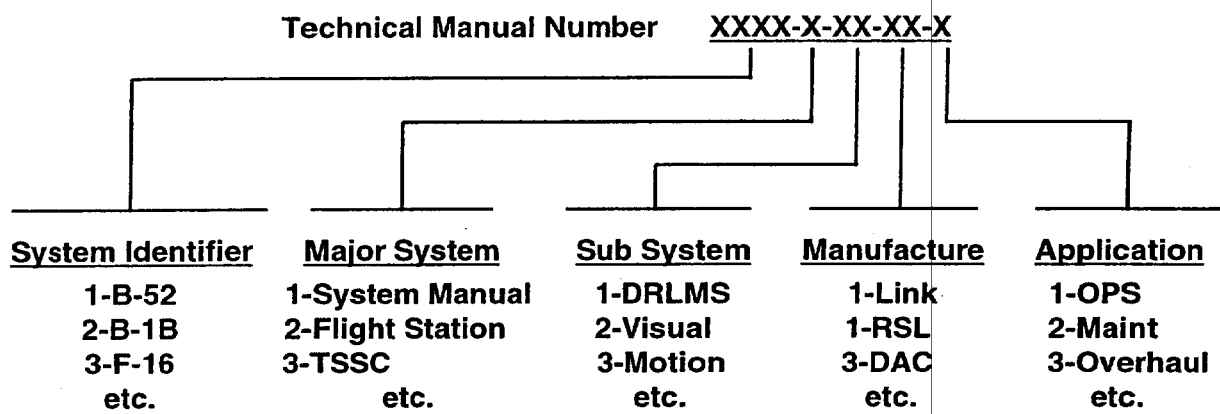


Figure 1
Technical Manual Numbering

TM XXXX-X-XX-XX-X

15 MAY 1989

IDENTIFYING TECHNICAL PUBLICATION SHEET

1. PURPOSE

This technical publication identification sheet is for the purpose of identifying commercial off the shelf manuals in support of XXXX Weapon System Trainer.

Contractor's Name

Contract Number

Manuals Title

Manual Number

Date

Manufacture

WARNING

INFORMATION SUBJECT TO EXPORT CONTROL LAWS

DISTRIBUTION STATEMENT: Distribution authorized to the Department of Defense and DoD contractors only; critical technology (date) Other requests shall be referred to OO-ALC/LIR? Hill AFB Utah 84065-5609.

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HANDLING AND DESTRUCTION NOTICE: Comply with distribution statement and destroy by any method that will prevent disclosure of contents or reconstruction of the document.

Sample of Title Page

Figure 2

LIST OF EFFECTIVE PAGES					
Dates of issue for original and change pages are:					
Original ...0	15 May 1989				
TOTAL NUMBER OF PAGES IN THIS _____ IS 4 CONSISTING OF THE FOLLOWING:					
Page No.	Change No.	Page No.	Change No.	Page No.	Change No.
Title.....	0				
A.....	0				
i.....	0				
ii.....	0				

Figure 3
Sample of List of Effective Pages

Figure 4
Sample of Validation Status Page

SECTION 3
DELIVERABLE CLS MANUALS

APPLICABLE TABLES
YES/DELETED

TABLE 1	YES
TABLE 2	DELETED
TABLE 3	DELETED

TABLE 1

CONTRACTOR - DEVELOPED PUBLICATIONS FOR
CONTRACTOR LOGISTICS SUPPORT (CLS) PROGRAMS

	<u>Title/Type of Manuals</u>	<u>Specification/ Standard</u>	<u>Will be Prepared/ Reviewed</u>
1.	Operation & Maintenance	_____	<u>X</u>
2.	Inspection Requirements *	_____	<u>X</u>
3.	Instructor Utilization Handbook	_____	<u>X</u>
4.	Mission Generation	_____	<u>X</u>
5.	SIMCERT	_____	_____
6.	Computational Systems	_____	<u>X</u>
7.	Computational Systems Illustrated Parts Breakdown (IPB)	_____	<u>X</u>
8.	Illustrated Parts Breakdown #	_____	<u>X</u>
9.	Diagrams Manual #	_____	<u>X</u>
10	Wire Run Manual #	_____	<u>X</u>
11	Overhaul Instructions	_____	_____
12	LOAPs*	_____	<u>X</u>
13	COTS/Vendor Manuals	_____	<u>X</u>

- Engineering data may be substituted for these TMs.

* - May be included in Operation and Maintenance Manual

SECTION 4 DELETED

SECTION 5

GLOSSARY OF ABBREVIATIONS

ACO	-	Administrative Contracting Office(r)
AFLC	-	Air Force Logistics Command
AFPRO	-	Air Force Plant Representative Office
AFSC	-	Air Force Systems Command, OR Air Force Specialty Code
AFTO	-	Air Force Technical Order
AGMC	-	Aerospace Guidance & Metrology Center (AFLMC)
ALC	-	Air Logistics Center (AFLC): SA - San Antonio; SM - Sacramento; OC - Oklahoma City; OO - Ogden; WR - Warner Robins
AMSDL	-	Acquisition Management Systems and Data Requirements Control List
ASC	-	Aeronautical Systems Center (AFSC)
ATC	-	Air Training Command
ATE	-	Automatic Test Equipment
ATOS	-	Automated Technical Order System
BSD	-	Ballistic Systems Division (AFSC)
CAGE	-	Commercial and Government Entity (code)
CAO	-	Contract Administrative Office(r)
CDRL	-	Contract Data Requirements List
CFAE/CFE	-	Contractor Furnished Aeronautical Equipment/Contractor Furnished Equipment
CLIN	-	Contract Line Item Number
CLS(S)	-	Contractor Logistics Support (Services)
CLSM	-	Contractor Logistics Support Manual
CO	-	Contracting Office(r)
CM	-	Commercial Manual
CPIN	-	Computer Program Identification Number
CS	-	Contractor Support
CTOCU	-	Central Technical Order Control Unit
DCAS	-	Defense Contracts Administration Service
DCMAO	-	Defense Contract Management Area Operations
DCMD	-	Defense Contract Management District
DCMR	-	Defense Contract Management Region
DFARS	-	Defense Federal Acquisition Regulation Supplement
DID	-	Data Item Description
DLA	-	Defense Logistics Agency
DMO	-	Data Management Office(r)
DoD	-	Department of Defense
DoDD/I	-	Department of Defense Directive/Instruction

DoDISS	-	Department of Defense Index of Specifications and Standards
DPML	-	Deputy Program Manager for Logistics
DPRO	-	Defense Plant Representative Office
DT&E	-	Development Test & Evaluation
ECP	-	Engineering Change Proposal
ELIN	-	Exhibit Line Item Number
EM	-	Engine Manager (AFLC)
EOD	-	Explosive Ordnance Disposal
ESD	-	Electronic Systems Division (AFSC)
FAR	-	Federal Acquisition Regulations
FMCO	-	Flight Manual Control Officer
FMM	-	Flight Manual Manager
FOT&E	-	Follow-on Operational Test and Evaluation
FS(E)D	-	Full Scale (Engineering) Development
FTORB	-	Flight Technical Order Review Board
GFAE/GFE	-	Government Furnished (Aeronautical) Equipment
GFP	-	Government Furnished Property
GPO	-	Government Printing Office
GSI	-	Government Source Inspection
IAW	-	In Accordance With
ID	-	Initial Distribution
ILS(P)	-	Integrated Logistic Support (Plan)
IM	-	Item Manager (ALC)
IOS	-	Interim Operational Supplement
IOT&E	-	Initial Operational Test and Evaluation
IPB	-	Illustrated Parts Breakdown
IPR	-	In-Process Review
ISPR	-	Information Security Program Regulation (DoD 5200.1-R/ AFR 205-1)
ISR	-	Industrial Security Regulation
ISS	-	Interim Safety Supplement
ITOFN	-	Interim Technical Order Field Change Notice
ITPS	-	Identifying Technical Publication Sheet
JNWPS	-	Joint Nuclear Weapons Publications System
LOAP	-	List of Applicable Publications
LSA(R)	-	Logistics Support Analysis (Record)
MILSPEC	-	Military Specification
MIL-STD	-	Military Standard
MSD	-	Munitions Systems Division (AFSC)
MTS	-	Mobile Test Set
NAVPRO	-	Navy Plant Representative Office
NDI	-	Non-Destructive Inspection
NSC	-	National Stock Class
NSN	-	National Stock Number
OADR	-	Originating Agency Determination Required
O&M	-	Operation and Maintenance
OMB	-	Office of Management and Budget

OPR	-	Office of Primary Responsibility
OS	-	Operational Supplement
OSHA	-	Occupational Safety and Health Administration
OT&E	-	Operational Test and Evaluation
PCLSM	-	Preliminary CLS Manual
PCR	-	Publication Change Request
PDL	-	Page Description Language
PMRT	-	Program Management Responsibility Transfer
PR	-	Purchase Request
PSD	-	Procedural Support Data
QA	-	Quality Assurance
QAP	-	Quality Assurance Plan (Program)
RFP	-	Request for Proposal
RGL	-	Reading Grade Level
RLA	-	Repair Level Analysis
SAR	-	Specification/Standards Application Record
SCG	-	Security Classification Guide
SE	-	Support Equipment
SERD	-	Support Equipment Recommendation Data
SID	-	Specification Interpretation Document
SMR	-	Source Maintenance Recoverability (Code)
SOW	-	Statement of Work
SPM	-	System Program Manager (AFLC)
SPO/PO	-	System Program Office/Project Office (AFSC/AFCC)
SS	-	Safety Supplement
SSD	-	Space Systems Division (AFSC)
TAF	-	Tactical Air Forces (TAC, USAF, PACAF, AAC)
TBD	-	To Be Determined
TCTM	-	Time Compliance Technical Manual
TM	-	Technical Manual
TMAM	-	Technical Manual Acquisition Manager
TMCR	-	Technical Manual Contract Requirements Document
TMMP	-	Technical Manual Management Plan
TMPP	-	Technical Manual Publication Plan
TMPS	-	Technical Manual Page Supplement TMQA(P)
TMQA	-	Technical Manual Quality Assurance (Plan/Program)
TMSS	-	Technical Manual Specifications and Standards OR TM Status & Schedules
TMVP	-	Technical Manual Validation/Verification Plan
TO	-	Technical Order
TOCU	-	Technical Order Control Unit
TOFCN	-	Technical Order Field Change Notice
TOIS	-	Technical Order Improvement System (G022)
TOMA	-	Technical Order Management Agency
TOPS	-	Technical Order Page Supplements
TORB	-	Technical Order Review Board
UI	-	Unit of Issue

VSP	-	Validation Status Page
WL	-	Weapons Laboratory (formerly AFWL) (AFSC)
WUC	-	Work Unit Code

CONTRACTOR LOGISTICS SUPPORT MANUAL CONTRACT REQUIREMENTS

APPENDIX 1

CLS MANUAL CONTENTS

1. General:

a. All CLS manuals will contain the following:

- (1) Title page (Identifying Technical Publication Sheet, ITPS).
- (2) List of Effective Pages (LEP).
- (3) Validation Status Page (VSP) (If required).
- (4) Table of contents, table of tables, table of illustration (as appropriate).

b. All manuals containing operating or maintenance procedures will contain a safety summary.

c. Drawings. All drawings and lettering in the manuals shall be legible, uncluttered and capable of being read without magnification. Engineering drawings may be referenced in lieu of inserting drawings in the manuals, except where essential for daily operations and maintenance of the equipment. The drawings shall include as applicable:

- (1) Schematic diagrams of major assemblies, printed circuit cards, wiring boards, and the complete equipment.
- (2) Logic diagrams.
- (3) Interconnection diagrams.
- (4) Cabling diagrams.
- (5) Wiring diagrams.
- (6) Illustrations identifying components on circuit boards, assemblies and chassis.

2. Operations Manuals shall contain the following chapters/sections, as applicable:

a. Description. This chapter shall include:

- (1) A full page composite illustration of the equipment.
- (2) An illustration calling out major assemblies and their nomenclature.
- (3) A basic description of the type and purpose of the equipment.
- (4) Tables listing equipment supplied and equipment required but not supplied for operation.
- (5) A description of the software for the equipment which will include the purpose, routines and functions of the software programs.

b. Theory of operation. A functional description of the equipment based on block diagrams.

c. Pre-operation requirements. This chapter shall contain any daily/weekly pre-operation inspections and operator maintenance required prior to the first daily/weekly use of the equipment.

d. Operation. This chapter shall contain:

- (1) Step by step procedures for turning on: operating and turning off the equipment.

(2) Meter calibration readings or results expected from properly adjusted and operating equipment.

(3) Tables and illustrations calling out all operational controls and indicators, and their functions. All references to switches, controls and indicators, and their functions. All references to switches, controls and indicators throughout the manual shall follow the designations on equipment panels and nameplates.

(4) Emergency procedures, if any.

3. Maintenance Manuals shall contain the following chapters/sections, as applicable:

a. Description. This chapter shall include:

- (1) A full page composite illustration of the equipment.
- (2) An illustration calling out major assemblies and their nomenclature.
- (3) A basic description of the type and purpose of the equipment.
- (4) Tables listing equipment supplied and equipment required but not supplied for maintenance.
- (5) Tables of technical, environmental and physical characteristics.
- (6) A description of the software for the equipment which will include the purpose, routines and functions of the software programs.

b. Theory of operation. This chapter shall include:

- (1) A complete functional description of the equipment based on block diagrams.
- (2) A complete explanation of the mechanical features using block diagrams or cutaway drawings.
- (3) Major assemblies broken into individual circuits, accompanied by complete circuit analysis keyed to a schematic/engineering drawing.
- (4) A brief description of complex and unusual circuits.
- (5) Voltage waveforms at significant points in the circuit.
- (6) Memory maps and description of microprocessor function.

c. Installation. This chapter shall include:

- (1) Information on unpacking, proper location of units, installing of units, connections and initial pre-operational procedures.
- (2) Details of cables and grounding requirements and cable fabrication, if any.
- (3) Illustrations of interconnections and their respective functions.
- (4) Power and air conditioning requirements.

d. Pre-operation requirements. This chapter shall contain any daily/weekly pre-operation inspections and operator maintenance required prior to the first daily/weekly use of the equipment.

e. Preventative/Corrective Maintenance. This chapter shall include:

(1) A schedule of detailed preventative maintenance and adjustment checks, including lubrication schedules.

(2) A list of recommended test equipment.

(3) Troubleshooting procedures to isolate malfunctions and make repairs or adjustments.

(4) Assembly and disassembly procedures.

(5) Details of special test procedures and expected results.

(6) Complete adjustment and maintenance instructions for electromechanical devices.

(7) Oscilloscope waveforms illustrated with amplitude, period, repetition rate and control positions.

(8) A complete listing of diagnostic programs and where they should be used.

f. Software. This chapter shall include:

- (1) Identifying numbers of all software and firmware.
- (2) A description of all software/firmware supplied.
- (3) Instructions for using the routines and programs.

4. Parts Lists. These may be sections/chapters of other manuals or stand-alone manuals for the equipment. The parts list shall include:

a. Reference designation to include circuit symbols as appearing on supporting and referenced engineering drawings.

b. Nomenclature and complete description of the part.

c. Original equipment manufacturer, full company name and address, or Commercial and Government Entity (CAGE) code.

d. Quantity of item per assembly/unit.

e. Vendor part number/DoD part number/MILSPEC number.

5. List of Applicable Publications (LOAP). The LOAP will either be a stand-alone manual or a section of the first (lowest numbered) maintenance manual in the technical data package (TDP). It shall include:

a. A listing of all data contained in the TDP.

b. The manual number assigned.

c. Date of the basic manual.

d. Date and number of the latest change.

e. Title and classification of the manual.

f. Manufacturer and model/part number of the equipment the manual pertains to.

g. Cross-reference for ease of use.

APPENDIX 2

CONTENT FOR INSTRUCTOR UTILIZATION HANDBOOK

1. Contractor shall prepare instructions in positional handbook in accordance with the following guidelines:

a. Introduction. The introduction to this handbook shall specify the operator position and briefly explain the extent of the instructions provided. When necessary, the introduction may also contain special information concerning any noteworthy or unusual features of the contents.

b. Operator Position. A comprehensive description of the specific operator positional tasks required to operate the device shall be provided, describing in detail positional responsibilities in regards to the safe operation of the equipment. Duties and responsibilities defining knowledge and capabilities required for instructional position will be defined by the using command.

c. Normal Operating Procedures:

(1) This section shall contain introductory material providing general information concerning operator action procedures, and sequentially numbered paragraph headings designating the precise title of each action taken which can be taken at the operator position. The text for each action shall include an explanation of why the action is taken and shall detail step-by-step procedures, restrictions, and results. The explanation of the purpose of the action should also summarize those factors that need to be considered before the action is taken. Additionally, factors and procedures that need to be considered after the action has been decided upon but before the required action procedures are initiated should be discussed.

(2) Step-by-step procedures shall be listed specifying the sequence of operation to accomplish the action.

(3) A listing of restrictions shall specify the computer program restrictions unique to the action which, if applied to the procedure being taken, would be identified as an illegal action.

d. Emergency Operating Procedures. This section shall discuss emergency conditions, such as computer failure or equipment malfunction, that require startover operations to initiate or reestablish cycling of the operational computer program. This section shall contain such information as the effects of computer downtime on data storage, descriptions of the various modes of startover that may be used to reinitiate operation of the system, and listings of the duties and responsibilities of the operator position during start over.

2. Definitions:

a. Positional Handbook. A document describing operator positions and the necessary procedures for the operation of computer-associated consoles and related equipment. Operating procedures are based upon the functions to be performed by computer program system.

b. Operating Position. Equipment that serves as the primary communications link between the operator, computer, and associated equipment. The operating position normally allows the operator to monitor the operational situation and provides for operator inputs to the computer for the purpose of controlling the operation.

3. Concept:

a. Depth Coverage. The handbook shall describe the responsibilities, duties, and operating procedures of operational positions. Emphasis shall be on the actions required of the position; discussions of subsystem functions and theories of operation shall not be included except as necessary to help clarify instructions in operational procedures.

b. Style of Instruction. The handbook shall contain sufficient information to provide operators with a comprehensive understanding of position responsibilities and duties. The information shall be presented in a manner that will provide the operator with a ready reference of position duties and the necessary step-by-step procedures for the operation of the position equipment. The level of comprehension for this handbook shall be appropriate for the intended user of the handbook.

c. Style of Writing. The text shall be written in a style that is clearly understandable to the users of the handbook. The instructions shall be concise, specific, and clearly worded. Descriptive material shall be held to a minimum and detailed discussion of complex technical matters shall be avoided. Illustrations and tabular data (tables) shall be used as necessary to clarify or supplement the written text.

d. Authorization for Relaxed Format and Reproduction Requirements. Relaxed format and reproduction methods shall be permitted for the handbook in the interest of economy and expeditious availability. Areas in which requirements may be relaxed are:

(1) Single or two column page.

(2) Reproduction copy may be prepared by typewriter or word processor.

4. Illustrations and Diagrams. The illustrations and diagrams may be prepared under relaxed format. Line drawings shall be used when necessary.

5. Arrangement and Content:

a. General Manner of Presentation. The general manner of presentation for this handbook shall be specified by the user agency.

- b. Nomenclature Consistency. Nomenclature shall be consistent throughout this handbook.
- c. Abbreviations. Standard Acronyms and abbreviations may be used provided they are first defined in the text. They shall also be defined in the glossary.
- d. References. Referencing to other positional handbooks within a series or to other external documents shall not be permitted.
- e. Page Numbers and Titles:
- (1) Pages, paragraphs, figures, and tables shall be numbered separately and consecutively within each chapter by Arabic numerals.
 - (2) Chapters, numbered paragraphs, figures, and tables shall have brief descriptive titles. Chapter titles shall be centered horizontally on the page.
- f. Space Conservation. Layout shall conserve space without lessening usability or clarity of material. Blank pages and spaces shall be avoided except to meet basic formal requirements. For example, the first page of each chapter must always start on a right-hand page, even though this may require a preceding blank page.
- g. Blank Page Numbering. All blank pages, except for a blank page at the end of a chapter, shall be numbered. However, the number of the blank page shall be shown on the preceding printed page, under the number of that page.
- Example: 4-10
(page 4-11 blank)
- h. Table of Contents. The table of contents shall list chapter titles and numbered paragraph headings. When applicable, a list of illustrations and a list of tables shall be included in the table of contents.

DATA ITEM DESCRIPTION **CANCELLED**

Form Approved
OMB No. 0704-0188

2. TITLE MISSION/TASK ANALYSIS REPORT (MTAR)		1. IDENTIFICATION NUMBER DI-ILSS-80568	
3. DESCRIPTION/PURPOSE 3.1 The MTAR documents the results of the mission analysis, detailed task analysis, and human performance evaluations used to establish the Job Performance Requirements (JPRs) for an Aircrew Training System (ATS). The MTAR is used to establish JPRs from aircraft mission requirements and to derive task information that fulfills mission objectives.			
4. APPROVAL DATE (YYMMDD) 880415	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) F/AFSC-ASD	6a. DTIC REQUIRED	6b. GIDEP REQUIRED
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements for this data included in the contract. 7.2 This DID is applicable to all ATS acquisition programs.			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER F4381	

PREPARATION INSTRUCTIONS

- 10.1 *General.* This report establishes the JPRs for each type aircrew and ground personnel to be trained by the ATS. They are established upon accomplishment of the mission analysis, task analysis and human performance evaluations associated with each aircraft type. Aircrew JPRs contain a hierarchy of levels of detail and include identifying information, training factors, and task activity description and support information.
- 10.2 *Content and format.* The format for the MTAR is shown in the following paragraphs along with a description of the material to be contained in each section of the report.
- 10.2.1 *Mission analysis.* This section contains analysis results information about each aircraft mission. Results will document the inductive methodology used to examine the operational requirements and missions of a particular aircraft. The analysis will determine the kinds and extent of human involvement required to fulfill mission objectives. Each mission analyzed shall include the following information.
- 10.2.1.1 *Mission objective.* This section contains the specific results or outcomes associated with successful accomplishment of the mission.
- 10.2.1.2 *Mission scenario.* Describes the full range of conditions under which a mission profile is or could be performed in a realistic operational environment. A mission scenario includes threat conditions expected to be encountered/engaged during the mission. It shall also contain the required information to determine the operational conditions of performance and workload requirements of crew members for each mission.

(continued on page 2)

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

Block 10, Preparation Instructions (Continued)

10.2.1.3 *Mission segments.* This section describes the time-based segments for each of the mission identified above. Each mission segment consists of a collection of related functions and tasks with a common outcome, timing, and contribution to total mission performance. Listings of mission segments will correspond to the basic aircraft's airland mission and should include the following breakout:

- a. Mission planning
- b. Preflight system checkouts
- c. Load operations
- d. Takeoff and launch
- e. Departure and climb to altitude/heading
- f. Enroute navigation during cruise
- g. Aerial refueling
- h. Rendezvous with support aircraft, egress, and penetration to target area/ drop point, forward air base, etc.
- i. Airdrop
- j. Enroute, defensive maneuver and electronic warfare tactics
- k. Load/unload operation
- l. Egress from target area
- m. Recovery, approach, and landing
- n. Post-flight procedures
- o. Mission debrief

10.2.1.4 *Mission profile.* This section describes each mission profile and shall include the following information.

10.2.1.4.1 *Mission map descriptions.* Map(s) showing terrain and other discrete events that will be encountered at fixed points on the mission. Each map/chart shall include the following:

- a. Location of takeoff airfield(s), navigation, penetration target points, corridors, and areas of operation.
- b. Rendezvous point for air refueling, AWACS, or support/penetrating aircraft.
- c. Check points to be used.
- d. Expected flight path and divert routes including turn points, way points, etc.
- e. Maximum range and location of acquisition and engaging threats, terminal target defenses, etc.
- f. Linear distance scale superimposed on the flight path.

10.2.1.4.2 *Graph and scale descriptions.* Graphs and scales depicting factors that change or could change during the course of the mission. Beneath the chart/map show a scale for elapsed time. Parallel-ing the time scale include the following:

- a. Graph indicating expected altitude.
- b. Graph indicating the probability of encountering enemy defenses overlaying acquisition radars, attack systems, and air-to-air threats.
- c. Graph indicating anticipated airspeed.
- d. Graph indicating transverse and angular acceleration.
- e. Scale indicating frequency of communication with ground friendly aircraft.
- f. Scale depicting relative crew workload.

DI-ILSS-80568

Block 10, Preparation Instructions (Continued)

10.2.1.4.3 System and operator requirements. Results of time line analysis, link-type analysis, and crew coordination and workload studies. This section should identify those aircraft systems/subsystems each operator interacts with, types of skills required to operate these systems, and human factors considerations.

10.2.2 Detailed task analysis. This section contains task analysis results information about each type aircrew and ground personnel to be trained in the ATS. All critical tasks shall be identified and will be derived from mission-related functions. Critical tasks include all tasks which break down into further subtasks, operating procedures, or describe a discrete set of responses.

10.2.2.1 Task analysis record. This section documents the task record(s) of each task for each personnel type identified above. Each record shall contain the following types of information.

- a. Task identifier information - Includes numerical code and task identifier.
- b. Task description - Includes the purpose, result/outcome, desired characteristics, task decomposition/response requirements, and controllable skilled response demands/variables.
- c. Information requirements - Includes input information, decision/judgmental requirements, information processing information, control adequacy of feedback response, and acceptable feedback result.
- d. Diagram requirements - Includes task diagrams to clarify task descriptions where applicable. Diagram types could include tabular, functional flow, hierarchical input/output process, operational sequence, and others.
- e. Conditions of performance - Includes environmental, situational/temporal context, resources, tools, and data.
- f. Human performance evaluations - Includes variables/factors affecting skilled performance, common errors, contingencies/common problems, and human limitations.
- g. Learning consideration - Includes psychomotor/cognitive difficulty levels, practice levels, and areas requiring educational emphasis.

10.2.3 MTAR updates. Updates to this report shall be submitted as change pages. This section shall contain a summary listing of pages changed and the date the change occurred, with each revision to this report. All revisions to derived mission and task requirements shall be under configuration change control.

10.2.4 Appendices. The appendix contains supporting data and detail necessary to complement the description in 10.2.2 above. It shall contain detailed information on the subject listed below as Appendix A.

- a. Appendix A. Master Task Listings - Describes the training tasks required to qualify each type aircrew and ground personnel in the ATS/aircraft. Includes the proficiency codes for each task and identifies which tasks require crew coordination.

DATA ITEM DESCRIPTION

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OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.

1. TITLE

Syllabus

2. IDENTIFICATION NUMBER

DI-MISC-81459

3. DESCRIPTION/PURPOSE

3.1 The syllabus is the standardized plan for conducting training in a given course of instruction. It establishes a course configuration baseline and is used as a course control document.

4. APPROVAL DATE
(YYMMDD)
950123

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)
F-11

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This DID is applicable to all contracts requiring training course development.

APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER
F7113

10. PREPARATION INSTRUCTIONS

- 10.1 *Format.* The syllabus shall be in contractor format.
- 10.2 *Content.* The syllabus shall include the following sections:
- 10.2.1 *Course accounting.* This section shall include the following information:
- a. Course title
 - b. Course number
 - c. Course purpose
 - d. Course description
 - e. Course prerequisites
 - f. Course approval information
 - g. Course phase of training

(Continued on Page 2)

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

Block 10, Preparation Instructions (Continued)

10.2.1 *Course accounting (Continued)*

- h. Grading procedures
- i. Status upon graduation
- j. Training strategy
- k. Academic training, aircrew training devices, and flying inventory
- l. Class start date
- m. Quota control

10.2.2 *Course training standards.* This section shall include the following information:

- a. Training elements to be accomplished
- b. Standards of accomplishment for each element
- c. Course map
- d. Course sequence
- e. Training schedule matrix

10.2.3 *Academic media.* This section shall include the following information:

- a. Lectures and description
- b. Workbook and description
- c. Sound and slides and description
- d. Interactive courseware (ICW) lessons and description
- e. Required instructional manuals

10.2.4 *Aircrew and maintenance training devices.* This section shall include the following information:

- a. Device requirements
- b. Mission statement and objective for each training device
- c. Explanation of sortie elements to be accomplished

10.2.5 *Flying training.* This section shall include the following information:

- a. Special instructions and restrictions on flight portion of training
- b. Explanation of sorties (e.g. time, number)
- c. Mission outline
- d. Elements to be accomplished

10.2.6 *Criterion-referenced objectives.* This section shall include the following information:

- a. Terminal objectives

10.2.7 *Course data.* This section shall include the following information:

- a. Course length
- b. Breakdown of classroom and simulator hours
- c. Class start date
- d. Instructor contact hours
- e. Class size
- f. Specialty
- g. Individual training plan
- h. Class frequency
- i. Task list

10.2.8 *Facilities and resources.* This section shall include the following information:

- a. Location of training
- b. Student reporting instruction
- c. Instructor staffing requirements

Block 10, Preparation Instructions (Continued)

10.2.8 *Facilities and resources (Continued)*

- d. Multiple instructor requirements
- e. Classroom and simulator layout
- f. Student library of reference materials
- g. Instructor accessibility
- h. Facility usage requirements per student

10.2.9 *Explanation of terms.* This section shall include the following information:

- a. Terms unique to the training command or training system

10.3 *Curriculum outline of instruction.* The curriculum outline shall provide detailed training data for each aircrew and maintenance position. The outline shall provide the sequence in which the courses are to be presented for each aircrew and maintenance position. The curriculum outline shall contain the following:

- a. Curriculum title and scope
- b. Academic hours
- c. Tasks
- d. Terminal objectives
- e. Enabling objectives
- f. Method of instruction
- g. Training support equipment and materials
- h. Student library

CONTRACT DATA REQUIREMENTS LIST

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OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington D.C. 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.
1005, 1007, 1015, 1104, 1108, 1213

B. EXHIBIT
A

C. CATEGORY:
TDP TM OTHER ADMN

D. SYSTEM / ITEM
C-17 ATS

E. CONTRACT / PR NO.
F33657-01-D-2074 0002

F. CONTRACTOR
Boeing

1. DATA ITEM NO.
A015

2. TITLE OF DATA ITEM
Conference Minutes

3. SUBTITLE

4. AUTHORITY (Data Acquisition Document No.)
DI-ADMN-81250A

5. CONTRACT REFERENCE
3.6.1.1.1

6. REQUIRING OFFICE
ASC/YWMA-CM

7. DD 250 REQ
LT

9. DIST STATEMENT
REQUIRED

10. FREQUENCY
BLK16

12. DATE OF FIRST SUBMISSION
BLK16

14. DISTRIBUTION

8. APP CODE

D

11. AS OF DATE
BLK 16

13. DATE SUBSEQUENT
SUBMISSION
BLK16

a. ADDRESSEE

b. COPIES

Final

Draft

Reg

Repro

16. REMARKS

Block 4:

DI-ADMN-81250A is appended to this CDRL.

BLKS 10, 11, 12, and 13:

Formal minutes shall be submitted no later than ten (10) calendar days after adjournment of the subject meetings:

- System Review Board (SRB)
- Business Meeting at SRB
- System Requirements Review (SRR)
- Preliminary Design Review (PDR)
- Critical Design Review (CDR)
- Functional Configuration Audit (FCA)
- Physical Configuration Audit (PCA)

BLK 14:

A. In addition to the Block 14 addressees, each additional organization in attendance not listed on the distribution list shall receive a copy of the minutes of the meeting.

B. Total distribution shall not exceed 25 copies.

G. PREPARED BY
BRUCE RINKER
C-17 ATS Configuration & Data Mgr.

H. DATE
19 Dec 2002

I. APPROVED BY
Lou Schwieterman
C-17 ATS Program Manager

J. DATE
19 Dec 2002

TOTAL 0 0 11

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.				
1. TITLE Conference Minutes			2. IDENTIFICATION NUMBER DI-ADMN-81250A	
3. DESCRIPTION / PURPOSE 3.1 Conference minutes provide documentation of technical information provided, and decisions and agreements reached, at meetings.				
4. APPROVAL DATE (YYYYMMDD) 931001	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) F/ESC/EN-4	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION / INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2. This DID supersedes DI-ADMN-81250.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER F6969
10. PREPARATION INSTRUCTIONS 10.1 <u>Format</u> . Contractor format is acceptable. 10.2 <u>Content</u> . The minutes shall include the following information: <div style="margin-left: 20px;"> a. A title page containing the following: (1) Title - type of meeting and date. (2) Identification of the acquisition (system, equipment, contract number) for which the meeting was held. (3) Space for signatures of the designated representatives of the contractor and acquisition activity. (4) The name of the contractor and address to which the acquisition activity should acknowledge receipt of comments. b. The purpose and objective of the conference. c. The conference location. d. A summary of the discussions, decisions, agreements reached, and directions of the conference or individual subcommittees thereof. </div>				
(Continued on Page 2)				
11. DISTRIBUTION DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.				

Block 10. Preparation Instructions (Continued)

e. A list of attendees by name, rank, rate, grade or position, activity represented, activity code, and phone numbers as appropriate.

f. Action items resulting from the conference.